

<b>STATEMENT OF POLICY AND PROCEDURE</b>			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	<b>Employee Reduction and Termination</b>	Revised Date:	Sept 8, 2018
			Sec 1, 1F
		Reviewed:	July 23, 2018

#### **STAFF REDUCTION AND TERMINATION**

1. The Northern Lights Library System recognizes that fairness to both the employee and the employer is important. If an employee is dismissed or a position is reduced or changed, the policy on employee termination is in accordance with the Government of Alberta Employment Standards Code.
  - a. When a permanent employee is dismissed with or without cause, the employee shall be given notice in wage and/or time in accordance with the Employment Standards Code
  - b. The Executive Director may be required to eliminate a position or amalgamate positions. Should this occur, all concerned employees will be given notice as per the Employment Standards Code. Any compensation package(s) over and above the Employment Standards Code must be ratified by the Executive Committee.

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NLLS Executive Board Chair

Sept 8, 2018  


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 Date of Approval