

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 1

Subject: **EMPLOYEE REDUCTION and TERMINATION** | Sec 1, 1F

Reviewed 2023-03-03 | Revised: 2019-11-23 | **Effective: 2023-05-26**

### SECTION 1 - 1.F

#### EMPLOYEE REDUCTION and TERMINATION

The Northern Lights Library System recognizes that fairness to both the employee and the employer is important.

1. If an employee is dismissed or a position is reduced or changed, it will be in accordance with the Government of Alberta Labour Standards.
  - a) When a permanent employee is dismissed, with or without cause, the employee shall be given notice in accordance with Alberta Labour Standards.
  - b) Any compensation package(s) provided to dismissed staff, over and above Alberta Labour Standards, must be ratified by the Executive Committee.

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**NLLS Executive Board Chair**

May 26, 2023

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**Date of Approval**