

Discharge and Suspension

It is the policy of the Library that certain violations committed by any employee who has completed the probationary period shall subject that employee to suspension or immediate discharge without prior warning. Such violations include, but are not limited to, the following:

- Falsification of application for employment
- Use of intoxicating liquor or illegal drugs during work hours or being under the influence of either during work hours
- Insubordination
- Petty thievery, stealing, or other forms of dishonesty
- Prolonged absences or repeated tardiness without permission
- Unsatisfactory performance or misconduct

Any employee who is placed on unsatisfactory performance probation will be reviewed weekly. Probation will be no longer than three months, at which time a decision will be made regarding continued employment. There will be no salary increases or bonuses awarded during this period.

Adopted by the Board of Trustees: January 1997
Amended: June 2010