

# Disciplinary Procedure

**It is the policy of the Library that all employees are expected to comply with the Library's standards of behavior and performance and that any noncompliance with these standards must be remedied.**

1. Under normal circumstances, the Library endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit.
2. The normal application of progressive discipline should be: If the employee is not meeting the Library's standards of behavior or performance, the employee's supervisor should take the following action:
  - Meet with the employee to discuss the matter;
  - Inform the employee of the nature of the problem and the action necessary to correct it;
  - Prepare a memorandum for the supervisor's own records indicating that the meeting has taken place;

If there is a second occurrence, the supervisor should hold another meeting with the employee and take the following action:

- Issue a written reprimand to the employee.
  - Warn the employee that a third incident will result in more severe disciplinary action or termination of employment.
  - Prepare and forward to the Director a written report describing the first and second incidents and summarizing the action taken during the meeting with the employee.
3. The progressive disciplinary procedures described in #2 may also be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or behavior.
  4. In cases involving severe misconduct, such as a major breach of policy or violation of law, the procedures contained in #2 may be disregarded. The Director may suspend the employee immediately and, if appropriate, recommend the termination of the employee. Employees suspended from work will not receive or accrue any employee benefits during the suspension, unless the Board grants an exception.
  5. The Board of Trustees, under normal circumstances, should review and approve all recommendations for termination before any final action is taken.

6. At any investigatory review conducted for the purpose of determining the facts involved in any suspected violation of Library rules and regulations, the following procedures should apply:
  - Prior to the interview, the employee who is suspected of violating Library rules and regulations should be told in general terms what the interview is about.
  - The employee may have a co-worker present at the interview, provided he or she so requests it and such interview covers issues affecting other employees.
7. Employees who believe that they have been disciplined too severely or without good cause are encouraged to utilize the grievance procedure.
8. An employee's record will normally be cleared of any disciplinary incidents if the employee works a full year without further action being instituted under this policy.

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