

DUNDEE LIBRARY PERSONNEL POLICY MANUAL

PROGRESSIVE DISCIPLINE POLICY

Policy # 21

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Approved 3/18/2019 *mer*

Objectives

To provide a mechanism that will formally identify and resolve work related behavioral problems in a consistent, fair, and equitable manner while at the same time respecting the rights of the employee.

General

The Dundee Library Board expects all Dundee Library employees to conduct themselves in a professional manner in the performance of their duties. Any employee who exhibits unacceptable behavioral problems or violates Library policy will be subject to discipline, which may range from verbal warnings to termination of employment.

The following is the normal sequence of steps that are to be followed while recognizing concerns for the rights and interest of each employee.

- Step 1- Verbal Warning by the immediate supervisor/Board of Trustees
- Step 2- Written Warning to Employee
- Step 3- Termination

Step 1: Verbal Warning- Except in the case of serious misconduct, an informal meeting between employee and supervisor is the initial step in dealing with a job performance or conduct problem. These meetings are intended to assist the employee in recognizing the problem in its early stages in order to achieve the expected job performance standards or conduct within an agreed upon time frame. It provides the employee and the supervisor the opportunity to verbally discuss problems and to determine when and how these problems can be corrected.

Step 2: Written Warning- Except in the case of serious misconduct, should the problem continue after the time period specifies in Step 1, the staff member will be given a written warning. The staff member is advised that continued failure to improve the behavior could lead to further disciplinary action including possible dismissal.

The following should be outlined:

1. Specific nature of the violation or undesirable behavior including date/s of occurrence
2. Previous discussion of this issue, if any
3. Previous disciplinary actions taken, if any
4. Method or methods of discipline, if any
5. Course of action to be taken in the future if the behavior is repeated
6. Description of what constitutes improved behavior or conformance to policy and appropriate deadline
7. The employee must review the memorandum and acknowledge in writing that he/she has read it
8. The memorandum is to be placed in the employee's personnel file immediately after the review and discussion with the employee
9. The employee is to receive a copy of the memorandum. Records documenting progressive disciplinary action steps will become a part of the employee's personnel file
10. At least one written written warning should precede probation, suspension, or termination unless the action is a serious breach of conduct. Such unacceptable conduct or behavior may include but is not limited to those listed under TERMINATION

Step 4: Termination- This is the final action taken when an employee repeatedly exhibits unacceptable work behavior and usually occurs when all steps outlined in the Progressive Discipline Action, up to and including suspension, have been taken. When acts or infractions that are deemed extremely serious by the Supervisor, he/she retains the right to discharge the employee at any time for any reason without prior notification. Serious infractions that may lead to immediate discharge might include, but are not limited to:

1. Falsification of employment applications, Dundee Library time records, and any other Dundee Library data or documents
2. Working at the Dundee Library while intoxicated, using or under the influence of illegal drugs
3. Processing dangerous or deadly weapons on Dundee Library property
4. Fighting on the premises of Dundee Library
5. Abusing, defacing, or destroying Dundee Library property or the property of co-workers
6. The unauthorized removal of property, which belongs to the Dundee Library
7. Harassment of other staff members or patrons

NOTE: The above statements represent guidelines from the American Library Association.

Dundee Library Progressive Discipline Action Plan

Verbal Warning:

Employee Name _____ Date _____

Concerns/Problem: _____

Plan: _____

Expected

Results: _____

Expected Date of completion _____

Supervisor signature: _____

Written

Warning: _____ Date _____

Concern/Problem: _____

Plan: _____

Expected

Results: _____

Date of Completion: _____

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____