

SAMPLE POLICY AND PROCEDURE: Disciplinary Action

The following are guidelines to be used in an attempt to correct any employee misconduct or work performance problems and curtail future occurrences. The approach taken for misconduct or performance problems may vary depending upon, among other things, the gravity of the offense, the circumstances under which it occurred, job duties assigned, seniority and overall work record, including prior occurrences of misconduct or performance problems. The Board of Library Trustees, at its discretion, may omit any or all of these steps in discharging employees.

1. Verbal warning - employee is counseled by the supervisor regarding the offense or performance issue in an effort to eliminate possible misunderstanding and to explain what constitutes proper conduct or performance. Documentation of the interview is filed in the employee's folder to be kept by the supervisor.
2. Written counseling- employee receives written notice of discipline following repeat of the offense or continued unsatisfactory performance. The purpose of the written reprimand is to make certain that the employee is fully aware of the offense or performance issue and what is expected, thereby enabling the employee to avoid a recurrence of the incident. A copy of the written reprimand is forwarded to the Director of Human Resources for review prior to the discussion with the employee. A copy is filed in the employee's folder kept by the supervisor. The Director is informed of the problem
3. Final written warning - employee receives final written notice of discipline following serious misconduct, further repeated offenses or continued performance problems. Prior to issuing a final written warning, the Human Resources Director must be notified. The purpose of the final written warning is to make certain that the employee understands the seriousness of the situation and further misconduct or performance problems will result in a suspension without pay or possibly discharge. The Board of Library Trustees is informed of the problem

Supervisor prepares notice of discharge clearly stating performance issue and steps taken to correct the problem. All related paperwork is included with the notice. Supervisor forwards all information to Director of Human Resources for review by same/Director/Board. Once approved, supervisor meets with employee to conduct discharge meeting. Final paycheck is issued and employee is notified of right to appeal (if applicable).