

SH 400 Job Performance

SH 410 Discipline Policy

Adopted 12/11

Policy

The Discipline Policy provides a process to address undesirable behavior and/or performance issues with library employees.

Background

All employees are expected to meet performance standards and behave appropriately in the workplace. When that does not happen, the Discipline Policy is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It models progressive discipline, which is defined as a series of disciplinary actions or steps that are progressively more severe leading to improvement of performance or termination from employment. The primary purpose of progressive discipline is to help employees understand that a severe performance problem may exist and there is an opportunity for improvement.

Progressive discipline is not a RIGHT; but an opportunity, offered by the library system, to correct performance on the job.

Regulations

- 1) A progressive discipline system may consist of the following stages:
 - a) Stage 1: A verbal warning
 - b) Stage 2: A written warning
 - c) Stage 3: Suspension
 - d) Stage 4: Recommendation for termination
- 2) Normally, the employee's immediate supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved.
- 3) The progressive discipline process may take place independent of the regular performance appraisal process and schedule.
- 4) The library reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on the organization.
- 5) When suspension is involved, it may be without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws as well as SH 530 Due Process Hearing in Certain Employment Actions.
 - a) Nonexempt/hourly employees may not substitute or use any accrued paid vacation or sick day in lieu of any unpaid suspension.

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- b) Pay may be restored to the employees if an investigation of the incident or infraction absolves the employee.
- 6) Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination (see SH 512 Firearms/Weapons & Workplace Violence Policy & SH 630 Alcohol and Drug Use Policy).