

# DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Disciplinary Action**

**ADMIN 1-281**

**BOARD**

**SECTION: 200 – Employment Policies**

**Approved: 10/19/99**

**Revised: 11/10/11**

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## POLICY

Daniel Boone Regional Library (DBRL) generally implements a progressive disciplinary process, as follows: verbal counseling, written warning, disciplinary probation and a final stage of termination or discharge. The disciplinary process may stop or skip one or more levels at any time. There may be some instances that require immediate written warning or immediate disciplinary action, including but not limited to probation or termination. However, the primary objective of the DBRL progressive disciplinary process is to return the employee to the status of a satisfactory employee.

The situations set forth below are considered serious enough that they may result in immediate suspension or discharge from employment. The list of situations noted here does not purport to be all-inclusive:

Violation of DBRL Policy 1-282 Weapons, Including Firearms – Employee Policy.

Conviction of a felony or of a misdemeanor that directly affects one's ability to effectively perform the duties of the job.

Theft of property, equipment, materials or supplies of the library, staff members or patrons.

Vandalism or willful damage of library property.

Physical or verbal abuse or any act intended to physically harm another person or personal property on DBRL premises.

Falsification of any library records or documents.

Willful disregard of library policies and procedures.

Willful violation or disregard of safety, health, fire or security guidelines.

Willful disregard or refusal to perform assigned duties (i.e. insubordination).

Violation of Policy 1-291 Sexual Harassment.

Unlawful harassment or discrimination including any violations of DBRL policies.

## **PROCEDURES**

**VERBAL COUNSELING:** This is a meeting with the employee to verbally explain the problem behavior and how to correct it. A note written by the supervisor regarding the meeting, what was said and the outcome thereof should be kept in the department personnel file for future use. (Verbal counseling may be omitted in appropriate circumstances by the discretion of the supervisor.)

**WRITTEN WARNING:** This is a written statement outlining the incident(s) and dates of the incidents with an explanation of what action is expected to correct the situation. The written warning should contain language stating that, if future unacceptable conduct occurs, it may result in further disciplinary action. The employee should sign the statement indicating he/she has read it, a copy should be given to the employee, and the original should be placed in the employee's personnel file. If the employee refuses, a note should be made on the document that the employee refused to sign. (Written warning may be omitted in appropriate circumstances by the discretion of the Department Manager and Human Resource Manager.)

**DISCIPLINARY PROBATION:** The probationary memo should outline the conduct and/or performance problem areas and how these must be improved. It should state that discharge may follow if these areas are not improved upon within a certain period of time (e.g. 60, 90 days). The employee should sign, date and receive a copy; the original needs to be placed in the employee's personnel file. If the employee refuses to sign, a note should be made that the employee refused to sign the form. (Disciplinary probation may be omitted in appropriate circumstances by the discretion of the Executive Director.)

**TERMINATION/DISCHARGE:** The employee's supervisor and the Human Resource Manager will meet with the employee and inform the employee that his/her employment is being terminated. If the Human Resource Manager is not available, then another designated department manager will attend the meeting. A written summary of the meeting and reasons for termination should be placed in the employee's personnel file.

After successful completion of any stage in the disciplinary process, if the same or similar problem(s) occurs, the employee may be subject to additional disciplinary procedures or action, including but not limited to termination.

If the inappropriate conduct is of such a nature as to be considered serious or extreme, the progressive disciplinary process may be dispensed with, by the Executive Director's discretion (or Human Resource Manager if the Executive Director is not available). In accordance with Policy 1-291 Sexual Harassment, records of sexual harassment complaints, and the investigation and the disposition thereof, shall be maintained by the

investigator and shall not be a part of any employee's regular personnel file. Notation of transfer, suspension, termination, or other disciplinary action resulting from a sexual harassment complaint may, however, be noted in an employee's regular personnel file.

### **PROCESS**

DBRL is supportive of its employees and has every desire to see its employees succeed in the work place. Therefore, it is anticipated that discussion of work-related conduct requiring disciplinary action will result in a satisfactory resolution and improvement by the employee. However, if the employee is not satisfied with the outcome, he or she may consider following the procedures described in Policy 1-280 Employee Grievances.