

North Olympic Library System

Policy 2-7 Rules, Practices and Progressive Corrective Action

Adopted by NOLS Board, May 1, 1977

Last Revision: April 27, 1995

A. POLICY STATEMENT

The continued success of the Library is dependent upon employees working effectively together. It is the policy of the Library that certain rules governing conduct be defined and that any corrective action taken is fair and consistent to ensure the proper rights of all employees are recognized and protected.

B. RULES OF CONDUCT DEFINED

Violation of or failure to abide by the following rules of "applied common sense" shall be cause for progressive corrective action, up to and including termination of employment depending on the severity of the situation:

1. Failure to carry out a work-related instruction given by a supervisor.
2. Willful violation of Library policies, regulations and rules specified in the policy or otherwise specified officially, including abuse of Sick Leave.
3. Falsification of Library records and reports, including time reports.
4. Malicious or careless acts which result in personal injury, property damage or expenses.
5. Disorderly physical and/or verbal conduct or threatening, insulting or abusive behavior toward other employees or Library patrons.
6. Unfitness to work as a result of consumption of alcoholic beverages or narcotics. This includes hallucinatory drugs or other medication although approved by a medical doctor.
7. Unauthorized use, possession, removal, neglect or willful damage to any Library property, equipment or materials.
8. Failure to report an accident or injury to a supervisor.
9. Unauthorized distribution of literature or solicitation of employees on Library premises during working time.
10. Any other activity or behavior which the Library Board of Trustees has determined to have a detrimental effect on the operations of the Library.

C. PROGRESSIVE CORRECTIVE ACTION

In the event that an employee's performance or conduct is not up to the standards required by the Library, the following procedure of Progressive Corrective Action applied in a manner consistent with the nature and severity of the situation shall be affected to achieve correction and to avoid recurrence. This section on Progressive Corrective Action is for guidance of supervisory personnel only. It is not a contract between the Library and its employees. The Library recognizes that each disciplinary decision and termination must be judged on its own particular facts. Fairness and common sense dictate that these unique situations will be reviewed and decided in the context of surrounding circumstances. Discipline may be initiated for various reasons, including, but not limited to, violations of the Library's work rules, insubordination or poor job performance. The severity of the action generally depends on the nature of the offense and an employee's work record, and may range from verbal counseling to termination of employment.

1. Verbal Notification: An employee shall normally be notified verbally at least once by his or her supervisor of a less serious offense or unacceptable trend in performance or conduct and the need for correction. A supervisor may or may not choose to make the imposition of a verbal warning part of the employee's personnel file. If so, the warning shall be removed from the employee's personnel file after six (6) months if no further incidents relating to the same issue(s) occur.
2. Written Reprimand: An employee may be given a written reprimand without a previous verbal notification if the facts in the instance warrant such action. However, the reprimand shall be removed from the employee's personnel file after one (1) year if no further incidents relating to the same issue(s) occur.
3. Written Notification of Need for Performance Improvement: Should an employee's inadequate performance or conduct not improve following verbal notification and/or a written reprimand, or in the event of a serious offense, a formal, written "Need for Performance Improvement" notification placing the employee on disciplinary status for a specified period of time shall be issued to the employee by his or her supervisor. Such notice shall include the area of employee performance and/or conduct which are below required Library standards and the corrective action required by the employee. Failure of the employee to meet the terms of the Need for Performance Improvement may result in suspension or termination, as warranted.
 - a. The Library Director shall approve the Need for Performance Improvement form prior to any discussion with the employee.
 - b. The original copy of the Need for Performance Improvement form shall be issued to the employee and a copy placed in the employee's personnel file. The Need for Performance Improvement should be signed and dated by the employee. An employee who disagrees with the facts in the Need for Performance Improvement may prepare a written response. It will be placed in the personnel file along with the Need for Performance Improvement.
 - c. A Need for Performance Improvement - Follow-up Report shall be prepared and issued by the employee's supervisor.
 - d. The Need for Performance Improvement shall be removed from the employee's personnel file after three (3) years if no further incidents relating to the same issue(s) occur.
4. Suspension: An employee, whose inadequate performance or conduct may necessitate termination of employment for just cause, may be suspended without pay and benefits for a specified period of time. Notice of

suspension shall be removed from the employee's personnel file after three (3) years if no further incidents relating to the same issue(s) occur.

5. Termination: Should an employee fail to respond to verbal and written notifications of inadequate performance or conduct, or in the event of an extremely serious offense, the staff member, with the approval of the Library Director, may be terminated.

6. Imposition of Suspension Without Pay or Termination: If the Director or designee believes a situation exists requiring the termination or suspension of an employee, the Director or designee shall carefully document the reason for such a decision. Such documentation should indicate that the Employee's continued presence at the work site could have detrimental consequences or cause public harm. Before suspending an employee without pay or terminating an employee's employment, the Library shall provide the employee with a written notice of charges and the punishment under consideration, and a formal opportunity to meet with the Director to refute the charges orally or in writing before discipline of suspension without pay or discharge is imposed. The Director or designee will conduct the conference and make the decision to impose discharge or a lesser degree of discipline. The Director or designee shall prepare a letter outlining the cause and the particular action to be taken. The employee shall be notified either by hand-delivering the letter, or when the employee is not available, by certified mail to the employee's last known address.

D. ADMINISTRATION

The Library Director shall be responsible for the administration of the Rules, Practices and Progressive Corrective Action Policy.