



Employee Discipline and Termination Policy

Formal Disciplinary Action

No employee shall be disciplined because of age, sex, race, color, religious belief or practice, sexual orientation, or exercises of constitutional rights.

In most cases, conduct that requires more disciplinary action than a simple verbal reprimand will follow the normal timeline.

First offense: Verbal reprimand

Second offense; written reprimand

Third time: 1-5 day suspension without pay

Fourth Time: discharge.

All steps within this timeline refer to repeated violations within a 1 year period.

The following behaviors will constitute a need for immediate discharge:

- Assaulting a supervisor, coworker or patron
- Conviction of a criminal felony
- Possession of illegal drugs or alcohol on the job
- Working under the influence of alcohol or illegal drugs, unless treatment for the problem is immediately sought.
- Theft from the library.

Documentation

The director will document all disciplinary actions in writing. Copies of documentation relating to the action will be given to the employee and copy will be placed in the employees file.

Termination

Upon resignation or termination (including dismissal), an employee is entitled to all unused vacation time. Upon resignation or dismissal, an employee is NOT entitled to accumulated sick time. All unused sick time will not be paid out to an employee who as resigned or been discharged.