



Taber Public Library Policy Manual

Personnel Policy: Disciplinary Action

PURPOSE:

Personnel Policy and Procedures of the Taber Public Library.

POLICY:

1. Should the Library Manager and/or Staff and Personnel Committee deem it necessary to discipline an employee, the following guidelines are to be followed.

GUIDELINES:

1. A verbal reprimand/warning shall be given with documentation in writing stating the reason(s) for the reprimand, with a copy kept by the Library and a copy given to the employee. This documentation will include a warning of the possible consequences, such as suspension or dismissal, that may occur if the problem is not resolved. The employee shall be advised of his/her opportunity to use the grievance procedure.
2. If a problem persists, the employee shall be placed on probation. Length of probation to be determined on an individual basis. The probation and the reasons for it shall be documented in writing, with one copy kept by the Library, one copy given to the employee, and one copy sent to the Library Board. The employee will be advised of the grievance procedure in writing.
3. If the problem continues, the Library Manager and/or Staff and Personnel Committee shall send a letter to the Board Chair and/or Vice Chair, stating the particulars of the problem. The Chair and/or Vice Chair shall convene a meeting with the Library Manager and/or Staff and Personnel Committee to discuss and decide on further action such as suspension or dismissal. The employee will be advised in writing of this meeting and the reasons for it and will be entitled to a hearing if desired. The decision of the Chair and/or Vice Chair may be appealed to the Board as a whole through written notification.
4. Any person not performing assigned duties as required may be suspended without pay by the Library Manager and/or Staff and Personnel Committee for a period lasting up to five (5) working days. A second occurrence shall result in immediate dismissal.

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