

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **DISCIPLINARY PROCEDURE/TERMINATION OF EMPLOYMENT**

Purpose: To provide a tool to address behavioral problems and a progressive means of corrective discipline. The Ottumwa Public Library has a responsibility to establish performance expectations of all employees in order to protect the welfare and safety of our employees and visitors. These performance expectations are outlined in the employee's job description/performance evaluation and in the Library's policies and practices. It is the employee's responsibility to know and adhere to appropriate professional conduct. Employees who fail to abide by the policies and rules of the Library, or fail to perform the tasks and duties of their position, are liable to receive corrective discipline. The steps of the disciplinary procedure are outlined below. Though it is desirable to follow the steps in order, any step may be taken out of order as appropriate for the problem behavior being addressed and may result in immediate dismissal of the employee.

Procedure:

1. **Disciplinary Procedure**

a. **Verbal warning**

A verbal warning may be given on the first minor offense an employee commits.

b. **First written warning**

The problem behavior will be addressed in written format with a corrective action developed by both the employee and supervisor and a date by which the problem behavior is to be corrected. Both the employee and the supervisor will sign the form. A copy of this warning will be given to the employee and the original placed in the employee's personnel file. The director will follow-up with the employee on the due date.

c. Second written warning

An employee may receive up to two written warnings before termination.

d. Termination

Termination may result as the last stage in progressive discipline, although gross misconduct while on duty will result in immediate dismissal without following the steps of progressive discipline.

2. Termination, Resignation, Death, Retirement

a. Professional library staff shall give one month's notice of resignation in order to be considered to have resigned in good standing. Notice must be given in writing. Failure to comply would result in the library withholding vacation payout.

b. Non-professional library staff shall give two week's notice of resignation in order to be considered to have resigned in good standing. Notice must be given in writing. Failure to comply would result in the library withholding vacation payout.

c. Employees who have resigned in good standing shall be compensated for all accumulated and unused vacation time.

d. The estate of an employee who dies while still an employee of the Library's staff shall receive unpaid salary, up to and including, the day of death and all accumulated and unused vacation time.

e. Retiring employees hired after 08/18/1993 are not eligible for financial remuneration of sick leave.

f. Terminated employees shall be paid final wages for days worked, including any accumulated and unused vacation time.

The following are some examples of unacceptable conduct, though not an all-inclusive list. Violation of these rules may be grounds for immediate termination or other disciplinary action. The Library reserves the right to take disciplinary action or terminate employment at anytime without notice for any behavior deemed unacceptable.

1. Careless performance of duties.
2. Refusal to complete an assignment or meet a request of a supervisor or other proper authority unless refusal is based on legal, moral or ethical considerations.
3. Repeated tardiness or absences or abuse of sick leave.
4. Being under the influence or use of illegal drugs or alcohol.
5. Unauthorized absence from work during working hours or not showing up for a scheduled shift.
6. Conduct endangering life, safety or health of self or others.
7. Sexual harassment (See Sexual Harassment policy).
8. Sleeping on the job.
9. Theft from the Library or from other employees.
10. Malicious gossip or verbal attacks on any employee, patron or visitor.
11. Falsifying personnel records including employment applications and physical examination questionnaires.
12. Altering, removing or destroying Library property.
13. Any other conduct determined unacceptable by the Director.

Date revised: 14 February 2011

By: Ottumwa Public Library Board of Trustees