DISCIPLINE POLICY

Approved: Original Staff Policy November 20, 2002
Revised: January 18, 2006, August 19, 2008, November 18, 2008
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The Library Director and employees are encouraged to openly discuss any problems that may arise so that unsatisfactory performance or poor morale does not have a chance to develop. In order to accomplish this a four step disciplinary procedure will be followed. This system has not been designed to bring about dismissal of employees. Rather, the purpose is to encourage employees to correct behaviour and performance, which is at an unacceptable and/or unsatisfactory level.

The Library Director must tell employees very clearly what is expected of them. It is then up to the employee to meet those expectations.

In every instance where an employee is being disciplined, it must be emphasized to that employee why he/she is being disciplined and that a record is being kept of the discipline. The employee has the right to Union representation.

Each incidence, depending on its severity and number of occurrences, will dictate which steps should be taken. Some circumstances will require one or more steps to be bypassed.

The Library Board reserves sole managerial discretion to determine what conduct or behavior is subject to discipline and to determine the severity and timeliness of such discipline.

Step 1: For minor offenses occurring for the first time, employees will be given a verbal reprimand;

Step 2: For repeated minor offenses or for a moderately serious offence, employees will be given a written reprimand;

Step 3: For repeated lesser minor offenses or for a serious offense, employees will be suspended from work without pay. The length of the suspension will depend on the nature of the incident(s) and is at the sole discretion of the Library Board. The employee will be told in writing the reason for the suspension. A copy of the letter is put in the employee's personnel file;

Step 4: For repeated and ongoing offenses or for a very serious offense of gross misconduct, employees will be dismissed.