

Proposed New Policy

(Adopted 8/12/15)

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.710 – PROGRESSIVE DISCIPLINE

The library has chosen a progressive discipline process as one way to address employee behavior, performance, or other employment related problems. Pursuant to the employment-at-will doctrine, the library is not obliged to follow the progressive discipline guidelines and may, at any time, take whatever actions are deemed necessary to address such problems, up to and including termination.

The Progressive Discipline Form should be used to document each step of the process and forwarded to the Executive Director, to be placed in the employee's personnel file.

The progressive discipline process is as follows:

1. Verbal Counseling

The employee's supervisor will discuss expectations and deficiencies with the employee.

2. Written Warning

The supervisor will notify the employee of unmet expectations and actions that must be taken to insure that performance and conduct meet library standards and that failure to take immediate corrective action will result in a one-day suspension with pay.

3. Suspension

The employee will be given a one-day suspension with pay. Upon return to work, the employee will either submit a letter of resignation or a letter detailing the changes that will be made to bring performance and conduct into alignment with library standards.

4. Termination

If performance continues to fall below library standards, employee will be terminated.