

Termination of Employment

Policies and guidelines have been established by the board of trustees to help employees maintain a high level of service to the public. Failure to maintain courteous, efficient performance may subject an employee to disciplinary action or termination of employment.

Disciplinary Action: Should an employee's performance, work habits, conduct, or demeanor become unsatisfactory in the judgment of the Library, based on violations either of the above or of any other of the Library's policies, rules, or regulations, the employee may be subject to disciplinary actions as follows:

- a. Verbal reprimand - This may be given for relatively minor instances of employee misconduct.
- b. Written reprimand - This action, which must have the approval of the Director, must be prepared in writing, detailing the reasons for the action, and, when appropriate, the results of any inquiry or investigation of the incident. A copy of the approved action is to be placed in the employee's official personnel file and a copy provided to the employee. The employee may submit a written response to the action to be placed in the personnel file.
- c. Suspension without pay - This is a temporary suspension from Library service, without pay, for a period of time not to exceed ninety (90) days. The reasons for such action must be detailed in writing and approved by the Director. When appropriate, the details of any inquiry or investigation of the incident should be included. A copy of the approved action should be placed in the employee's official personnel file, and a copy provided to the employee. The employee may submit a written response to the action to be placed in the personnel file.
- d. Demotion - This shall consist of a reduction in salary grade and/or reassignment to a position of less responsibility. Normally, this action shall be reserved for those instances of demonstrated incompetence or failure to perform required duties in a satisfactory manner. The reasons for such action must be detailed in writing and approved by the Director. When appropriate, details of any inquiry or investigation of the incident should be included. A copy of the approved action should be placed in the employee's official personnel file and a copy provided to the employee. The employee may submit a written response to the action to be placed in the personnel file.
- e. Dismissal - This is the severest form of disciplinary action resulting in permanent separation from Library employment for serious misconduct, incompetence, or failure to perform duties in a satisfactory manner. The reasons for such action shall be submitted in writing and approved by the Director. A copy of the approved action should be placed in the employee's official personnel file and a copy provided to the employee.

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate dismissal dependent upon the severity of the incident. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment.

Payment on Termination: An eligible employee who is terminated, and who has accrued compensatory time, shall be monetarily reimbursed for such accrued compensatory time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.