

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Progressive Discipline

**POLICY NUMBER:** 3260

**3260.1** It is essential that employees perform to the best of their ability at all times. It is expected that employees understand and demonstrate certain standards of job performance, interpersonal skills and conduct.

**3260.2** When an employee does not perform to the best of his or her ability or does not meet expected standards of performance and conduct, the Library District will apply the processes and procedures of Progressive Discipline to effect corrective action, or, to determine that the employee cannot or will not act to correct his or her behavior.

**3260.2.1** Progressive discipline includes verbal warnings, written warnings, suspension with or without pay and/or termination.

**3260.2.1** Progression from one disciplinary level to another occurs when an employee does not show improvement to a satisfactory level.

**3260.1.3** Although one or more actions may be taken in disciplinary matters, the disciplinary action taken does not necessarily have to follow this stated order and will be commensurate with the offense.

**3260.2** The Library District expects efficiency, productivity and cooperation among its staff employees. The following are examples of types of conduct that are not permitted and that may result in disciplinary action, including immediate termination. Although it is not possible to provide an exhaustive list of all types of unacceptable conduct, performance, or group interaction, the following are examples of types of conduct that are not permitted and that may result in disciplinary action, including immediate termination:

**3260.2.1** Insubordination, including improper conduct toward a Administrative Support Manager or refusal to perform tasks assigned by a Administrative Support Manager in the appropriate manner.

**3260.2.2** Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs or controlled substances (other than prescription drugs for personal use) while on Library District property or while on duty.

**3260.2.3** Theft or unauthorized removal or possession of property from the Library District, other employees, or anyone on Library District property.

**3260.2.4** Violation of Library District policies, procedures, rules, regulations or codes of conduct.

**3260.2.5** Intentionally falsifying or making a material omission on an employment application, or on other Library District records or documents.

**3260.2.6** Misusing, destroying, or intentionally or negligently damaging property of the Library District, another employee or a Library District visitor.

**3260.2.7** Actual or threatened physical violence; threatening, intimidating, and/or coercing any member of the Library District community; use of vulgar or abusive language.

**3260.2.8** Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items, while on Library District property or while on duty.

**3260.2.9** Unsatisfactory performance, including poor accuracy, quantity, or quality of work product; lack of cooperation.

**3260.2.10** Intentional or gross misconduct; gambling on premises.

**3260.2.11** Unlawful harassment of another person.

**3260.2.12** Excessive tardiness or absenteeism, including abuse of any of the Library policies or procedures relating to leaves or breaks.

**3260.2.13** Dishonesty.

**3260.2.14** Sleeping, or giving the appearance of sleeping, while on duty.

**3260.2.15** Failure to follow instructions or safety guidelines.

**3260.2.16** Failure to comply with "confidentiality of library records" requirements of the California Government Code.

**3260.3** The Library District's processes and procedures of Progressive Discipline are designed to achieve corrective action and/or performance improvement, and are shown below:

**3260.3.1** As a first step, there will be a Verbal Counseling Session.

**3260.3.1.1** The Administrative Support Manager shall counsel the employee verbally, specifying the unacceptable behavior and identify the corrective action or behavior needed to meet a satisfactory level of performance.

**3260.3.1.2** The Administrative Support Manager shall provide an opportunity for the employee to express concerns and mutually agree on a course of action to improve performance, allow for positive two-way communication, and establish a reasonable target date for the follow-up review.

**3260.3.1.3** Documentation will include date and time of incident, date of counseling, responses given by the employee, and planned follow-up review.

**3260.3.1.4** A follow-up review date should be scheduled far enough in advance to allow sufficient opportunity and time for the employee's performance to improve. The employee shall be advised that failure to correct the behavior/performance may result in additional disciplinary action, up to and including termination of employment.

**3260.3.2** As a second and third step, there will be Written Disciplinary Warnings (Reprimands).

**3260.3.2.1** If the employee does not improve after the verbal counseling session or if there are repeated incidents of unacceptable behavior or performance, or if the appropriate disciplinary action given the nature of the offense is a written warning, then the Administrative Support Manager shall complete a written reprimand. The reprimand will include:

**3260.3.2.1.1** A restating of the problem or issues with a clear and precise explanation of how the Library District's expectations and standards have not been met.

**3260.3.2.1.2** A description of the acceptable levels of performance.

**3260.3.2.1.3** Specific examples and ideas for improvement, and an outline of a plan to correct the problem.

**3260.3.2.1.4** A calendar of dates for regular follow-up and a reasonable date by when the problem must be eliminated or corrected.

**3260.3.2.1.5** Notice that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.

**3260.3.2.2** If, by the target date identified in the first reprimand, the employee is not performing up to the stated standards, the employee shall receive a 2nd written warning.

**3260.3.2.3** Copies of any written reprimands shall be retained in the employee's personnel file.

**3260.3.3** As a fourth step, Suspension from service with loss of pay may be imposed.

**3260.3.3.1** In matters regarding suspension, the District Librarian will consult with the counsel to ensure that all procedures meet legal requirements.

**3260.3.3.2** If the suspension is for more than five (5) days, the employee will be noticed of the Library District's intent to suspend and will be given the opportunity to meet with the District Librarian to discuss the suspension prior to the effective date of the suspension. The written notice will:

**3260.3.3.2.1** State the intended corrective action, the reason for the corrective action and the effective date of such action.

**3260.3.3.2.2** Include a copy of the charges and materials upon that the corrective action is based;

**3260.3.3.2.3** State that the employee has the right to respond in writing before the effective date of the action;

**3260.3.3.2.4** State the employee's right to file a Grievance regarding the disciplinary action after the action is taken.

**3260.3.4** As a fifth and final step, Termination of employment may occur.

**3260.3.4.1** If the District Librarian decides upon an action of termination, the employee will be notified in writing of the intent to terminate. The written notice will:

**3260.3.4.1.1** State the intended corrective action, the reason for the corrective action and the effective date of such action;

**3260.3.4.1.2** Include a copy of the charges and materials upon that the corrective action is based;

**3260.3.4.1.3** State that the employee has the right to request an appeal interview with the District Librarian, within five days of receipt of the notice;

**3260.3.4.1.4** State the employee's right to file a grievance regarding the disciplinary action (termination) after the action is taken.

**3260.3.4.2** The Library District, at its option, may place the employee on a paid administrative leave pending the optional appeal hearing.

**3260.3.4.3** When appealed, the District Librarian then has the opportunity to uphold the termination or reduce the disciplinary action.

**3260.3.4.4** After the appeal process is completed, the District Librarian will advise the employee, in writing, of the decision regarding termination. If the recommendation to terminate is upheld; the employee will be advised of his/her final date of employment.

**3260.3.4.5** Employees may appeal the termination to the Library Commission. The Library Commission's decision will be final.

**3260.3.4.6** If terminated, on the last day of employment, the employee will empty any desk or locker, turn in keys, ID badge and any other items that belong to the Library. All such items must be turned in before the employee receives the final paycheck.

**3260.3.4.6.1** The employee will receive the final paycheck on the last day of employment, or if requested, it will be sent to the employee by certified mail.