

DISCIPLINARY ACTIONS

It is the policy of the Library to act with integrity toward each employee. Each employee is expected to comply with instructions, established policies, procedures, rules and regulations. The supervisors are responsible for seeing that each employee does the assigned job properly and in accordance with such regulations. Supervisors are also responsible for monitoring the employee's personal conduct on the job and for carrying out all disciplinary action.

Whenever employee performance, attitude, work habits, or personal conduct on the job at any time fall below a desirable level, supervisors are expected to inform employees promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. Supervisors should follow the steps laid out in JMRL's Disciplinary Actions Procedure manual when such actions are required. In some instances a specific incident, in and of itself, may justify severe disciplinary action. However, the disciplinary action taken depends on the seriousness of the incident and the whole pattern of the employee's past conduct and performance. Any staff grievance about JMRL disciplinary action should follow the City of Charlottesville's Grievance Procedure laid out in the City's Personnel Regulations manual.