

## **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 supervisor is responsible for seeing that each employee does his/her assigned job properly and in accordance with work regulations. The supervisor is 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. In some instances a specific incident may justify severe disciplinary action in and of itself; however, the action taken depends on the seriousness of the incident and the whole pattern of the employee's past conduct and performance.

Adopted 6/23/97  
Reviewed 2/25/08