

DISCIPLINARY ACTION

8.14.1 Discipline

Possible disciplinary actions are as follows: oral or written reprimand, suspension, remedial period, or dismissal. Nothing in this policy shall be construed in any way to require the use of progressive discipline in all situations. Rather, the level and severity of any disciplinary action is in the sole discretion of the Library and its Director.

8.14.2 Reprimands

All written reprimands will be added to the employee's personnel file. Oral reprimands will be documented immediately by the supervisor and added to the personnel file. Employees may view and copy their personnel files in accordance with Illinois law.

8.14.3 Remedial Period

Employees shall be placed on a remedial period for cause when their performance is rated Needs Improvement. The length of the remedial period is to be set at the discretion of the supervisor but shall not exceed six months. The supervisor shall complete an evaluation at the beginning and end of the remedial period. Employees who demonstrate satisfactory improvement during the remedial period shall be restored to regular status. Failure to gain a performance rating of Meets Minimum Requirements or better may result in termination. During the remedial period, employees continue to earn benefits and may take limited leaves with their supervisor's permission. The remedial period may be extended by the number of days the employee is absent from scheduled work.

8.14.4 Suspension and Dismissal

A suspension without pay or a dismissal, which may be recommended by an employee's immediate supervisor, requires the approval of the employee's department head and the Library Director or Assistant Library Directors.

No employee may be suspended without pay or dismissed without being given an opportunity to respond to the allegations in a meeting with the head of his/her department or with the Director or an Assistant Director in the absence of the department head. An employee may waive his/her right to a meeting with his/her department head.

The reasons for which an employee may be suspended without pay or dismissed include but shall not be limited to the following:

- a. The employee is incompetent, negligent or inefficient in the performance of duties.

Disciplinary Action

Page 2

- b. The employee has been abusive or offensive in attitude, used abusive language or profanity or been abusive in conduct toward fellow employees or the public.
- c. The employee has violated any lawful or official regulation, order or rule, or has refused or failed to follow a supervisor's instructions in a job-related matter. Such violation or failure to obey amounts to insubordination or breach of discipline.
- d. Involvement in the sale, delivery, receipt, possession or use of any drug or narcotic substance not medically prescribed and otherwise prohibited by law during the duration of employment.
- e. The employee through willful or wanton negligence, recklessness or willful misconduct has caused damage to public property or waste of public supplies.
- f. The employee has been absent without leave, or has failed to report after leave of absence has expired or such leave has been disapproved by the Director or Assistant Directors.
- g. The employee has failed to maintain a satisfactory attendance record, has failed to be punctual or has been absent from duty without authorization during regular hours.
- h. The employee has reported to work under the influence of alcoholic beverages and/or illegal drugs and narcotics. The employee uses, sells, or possesses alcoholic beverages and/or illegal drugs and narcotics on Library premises while on duty. The employee smokes in the Library.
- i. The employee has falsified or altered library records or reports, time and attendance records or application for employment forms.
- j. The employee has abused sick or emergency leave benefits.
- k. The employee has solicited private business for personal gain during working hours.
- l. The employee has been guilty of other misconduct comparable to the offenses enumerated above.

The Library reserves the right to terminate employment at any time for any reason not prohibited by law.