

POLICY TITLE: Corrective Action for Unsatisfactory Performance

ADOPTION/LAST REVIEW: Adopted 9-10-96

A. The Library expects its supervisory personnel to recognize situations where disciplinary measures are the appropriate means to bring about an improvement in an employee's performance. An employee whose poor performance is due to a deficit in the skills required to do the job properly may require training, transfer to another position or discharge, but not correction. Correction is the proper response to misconduct of the types listed below:

1. Level 1 Offense. Examples include but are not limited to:

- Excessive absence or tardiness
- Neglect of Library property
- Unintentional violation of safety rules
- Excessive personal telephone calls
- Use of abusive language
- Excessive non-job related conversations

Each offense should be considered on an individual basis and no correction should be given automatically. The usual procedure is to speak to the employee at the time of the first offense; write a verbal warning for the second offense; suspend the employee for the third offense; discharge for the fourth offense.

2. Level 2 Offense. Examples include but are not limited to:

- Drug or alcohol abuse*
- Conduct which disrupts business activities
- Carelessness or inefficiency affecting the safety of fellow employees or the public

The usual procedure is that a written warning be issued for the first offense; termination for the second offense.

3. Level 3 Offense (for which the appropriate action is usually immediate suspension and/or termination). Examples include but are not limited to:

- Theft of Library property, property of another employee or the property of a customer
- Insubordination, or refusing to follow instructions
- Intoxication during work hours

- Willful misuse of Library property
- Deliberate injury to another person
- Falsification of any library records, reports, or documents
- Obtaining employment on the basis of false or misleading information or falsifying of job application
- Conviction in a Court of record of a felony as defined by Wisconsin Statutes

B. Upon termination of employment under this policy, the employee will be paid all salary and wages due, subject to deduction for any sums due the Library. Employees discharged for any of the above violations shall not be paid for any accrued vacation periods. In the event of termination of employment under this policy, all benefits to said employees shall cease, except for those discharged under retirement conditions.

*Library Policy #4.112 "Drug-Free and Alcohol-Free Workplace"

Reference: City Policy 3.310
Municipal Cost Section 3.41 (1)