

HELEN PLUM LIBRARY

**P-29 Discipline**

Approved by the Library Board of Trustees, November 21, 2023.

Employment at the Library is strictly at-will, meaning employment may be terminated at any time, with or without cause, by either the employee or the Library.

Employees in the training period (6 months) may be discharged without any prior disciplinary action. However, their manager will provide a written narrative describing reasons for discharge.

For an employee NOT in the training period, if the Library chooses to begin disciplinary action, it will ordinarily be of a progressive nature consisting of up to three disciplinary reports in the form of a performance improvement plan. The manager will document the disciplinary action along with a written narrative describing the reasons for the disciplinary action. Disciplinary action must be documented and discussed in a private, professional manner with the employee, employee's manager, and HR Manager as soon as it is possible to do so.

Disciplinary action can include an involuntary transfer to another classification or position including a reduction in job duties, responsibility, and compensation.

Immediate dismissal and termination of employment may occur in cases where the continued employment of an employee will impair Library operations or in cases including, but not limited to, gross negligence, dishonesty, unsafe work habits, or other problems of this nature.