



Tri-City Public Library District Discipline Policy

Discipline

The Tri-City Public Library District is committed to maintaining a productive, respectful, and professional workplace that supports excellent service to patrons and a positive work environment for staff. The purpose of this policy is to provide a fair, consistent process for addressing conduct or performance concerns and giving employees the opportunity to improve. Nothing in this policy alters the employee's at-will employment status where applicable by state law.

General Principles

Before disciplinary action is taken, supervisors should:

- Review the facts and circumstances.
- Meet with the employee to discuss concerns.
- Consider the seriousness of the issue.
- Consider the employee's work history and prior discipline.
- Document all corrective actions.

The Library Administrator reserves the right to bypass any step and proceed to more serious discipline when circumstances warrant.

Examples may include:

- Theft or misuse of Library property
- Workplace violence or threats
- Harassment or discrimination
- Falsification of records
- Serious breaches of patron confidentiality
- Severe insubordination

In the best interest of the employee, a Performance Improvement Plan (PIP) will be required for each step of the disciplinary process.

The PIP must include:

- Specific areas requiring improvement
- Measurable goals and standards
- Available training or support
- Scheduled follow-up meetings
- Review period, typically 30, 60, or 90 days
- Expected outcomes and consequences

Disciplinary Actions

- First Offense: Verbal Warning/PIP
- Second Offense: Written Warning/PIP
- Third Offense: Final Warning/PIP/Suspension
- Fourth Offense: Termination (see section 7-4 of the Employee Handbook)

At the conclusion of the review period, the supervisor will determine whether:

- The plan should be extended; or additional disciplinary action is warranted
- The employee has successfully completed the plan.

At the end of the warning period, or at an earlier date, the supervisor reviews with the personnel committee the employees' progress towards meeting the terms and conditions of the PIP. If satisfied that the deficiencies have been corrected, the supervisor notifies, in writing, the employee and the personnel committee.

Employees will have the opportunity to present information that may challenge information management has used to issue discipline. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employees performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, they will have 10 business days after the meeting to present such information to their supervisor.

An employee who has an active PIP is ineligible to apply for or be considered for promotions, does not receive a performance assessment, and is not considered for an annual pay increase until at least 30 days after fulfilling the conditions and terms of the warning.

Performance Improvement Plans that have been completed/satisfied may not be used against the employee during annual performance evaluations.

Step 1: Verbal Warning and Corrective Coaching with Performance Improvement Plan

A verbal warning is the first step in addressing performance, attendance, or conduct concerns. The purpose of a verbal warning is to identify issues early and provide the employee with an opportunity to improve through coaching, guidance, and clear expectations.

The supervisor will meet privately with the employee to:

- Explain the performance or conduct concern.
- Review applicable policies, procedures, or expectations.
- Allow the employee an opportunity to respond.
- Identify corrective actions and expectations.
- Establish a timeframe for improvement.

Although the warning is delivered verbally, the supervisor will document the discussion in the employee's personnel file, including:

- Date of discussion
- Description of the concern
- Employee response
- Expectations communicated
- Follow-up date

Step 2: Formal Written Warning and Performance Improvement Plan

A Formal Written Warning may be issued when:

- Performance or conduct concerns continue after a verbal warning.
- An employee fails to successfully complete initial Performance Improvement Plan.
- The nature of the concern warrants formal disciplinary action.

The written warning must include:

- Date of issuance
- Description of the performance or conduct concern
- Previous coaching or disciplinary actions
- Relevant policies or expectations
- Required corrective actions
- Timeline for improvement
- Consequences of continued deficiencies

The employee will be provided with an opportunity to review the written warning and may submit a written response for inclusion in the personnel file.

Step 3: Suspension

An employee may be suspended when:

- Performance deficiencies continue after a Formal Written Warning and PIP.
- The employee fails to meet the expectations of the second Performance Improvement Plan.
- A serious violation of Library policy or workplace standards occurs as stated in section 7-3 of this handbook.
- An investigation requires temporary removal from the workplace.

Suspensions may be with or without pay, pending investigation and board notification.

Suspensions are generally one to five working days but may vary depending on circumstances.

A suspension notice must include:

- Reason for suspension
- Length and dates of suspension
- Previous corrective actions taken



- Expectations upon return to work
- Consequences of future violations

A copy of the suspension notice will be given to the employee and will be placed in the employee's personnel file.



Employee Warning Notice

Employee name: _____

Type Of Violation:

- ☐ Attendance ☐ Carelessness ☐ Insubordination ☐ Lateness/leaving early
☐ Failure to follow instructions ☐ Violation of safety rules
☐ Rudeness to employees/customers ☐ Willful damage to material/equipment
☐ Working on personal matters ☐ Unsatisfactory work quality or procedures
☐ Violation of company policies
☐ Other: _____

Previous Warnings: (Please note the date)

1st Warning: _____ Oral _____ Written _____

Delivered by whom: _____

2nd Warning: _____ Oral _____ Written _____

Delivered by whom: _____

3rd Warning: _____ Oral _____ Written _____

Delivered by whom: _____

Employer Statement:

Date of incident _____ Time _____

Action To Be Taken: ☐ Warning ☐ Probation ☐ Suspension ☐ Dismissal

☐ Other _____



The Reasons Are:

Corrective Action To Be Taken:

Consequences Should Incident Occur Again:

Employee Statement:

I acknowledge that I have had the opportunity to discuss this performance improvement plan with my supervisor and I have received a copy of this plan. Signing this form does not necessarily designate agreement or disagreement with all comments or plans made. The original PIP form will be kept within the employee's personnel file.

I have read this Employee Warning Notice and understand it.

Signature Of Employee: _____ **Date:** _____

Signature Of Supervisor Who Issued Warning: _____ **Date:** _____



Tri-City Public Library District Performance Improvement Plan

Employee: _____ Job Title: _____
Supervisor: _____ Date: _____

The Performance Improvement Plan (PIP) is designed to identify specific areas where the employee's performance does not meet established expectations, outline clear and actionable steps for improvement, and provide structured support and regular feedback. The goal is to help the employee succeed in their role while maintaining accountability, transparency and fairness throughout the process.

Areas for Improvement:

List specific expectations that are not currently being met.

Previously Addressed Issues:

List details of previous issues and the outcome of discussions or training.

Performance Goals:

Clear, measurable goals to be achieved before the end of the plan.

Expected Results:

Details of desired outcomes and how success will be measured.

Timeline for Improvement, Expectations and Consequences:

Schedule for progress, guidelines for assessment and consequences of insufficient effort.

Signature Of Employee: _____ Date: _____

Signature Of Supervisor: _____ Date: _____