



E-020

## **Richmond Heights Memorial Library DISCIPLINARY PROCEDURES POLICY**

### **Disciplinary Actions: Reasons**

Any employee of the Library may be disciplined, up to and including discharge, as outlined below for breaching the standards herein set forth. The standards listed below are not exclusive, but exemplary, in that the Library Director may determine additional standards, or the Library Director may determine in individual cases whether any conduct reflects unfavorably upon such individual's employment. Progressive discipline is not mandatory; serious infractions or repeated violation of one or more policies or standards by the same employee may result in discipline up to and including termination even on the first violation if so warranted by the circumstances, regardless of whether that employee had been subjected to a lesser stage of discipline prior to that occurrence.

### **Disciplinary Procedures**

- Reprimands: The first method of disciplinary action may be a reprimand given orally or in writing by a supervisor, Assistant Library Director, or Library Director.
- Warnings: Written reprimands will become a matter of record. The report will show the date and time of the infraction of the rules involved, prior record of similar violations, and efforts made to correct the problem indicated. The employee shall be notified within five (5) work days of the incident. The term "work day" shall be defined as those days the employee is scheduled to work. The employee and the Library Director shall sign the reprimand, and the employee shall receive a copy.
- Suspensions: Suspensions are temporary separations from Library service for disciplinary purposes where the case is not sufficiently serious to merit dismissal or is under investigation. Suspensions are a matter for the Library Director to decide upon if the Library Director deems the offense to be serious enough to suspend an employee. Suspensions may be with or without pay depending on the circumstances.
- Automatic suspensions: An employee arrested and charged with a felony shall automatically be suspended until final disposition of the case. If the Library has probable or reasonable cause to believe that a serious offense has been committed for which a sentence will be imposed by a municipal, state or federal court and, in the judgment of the Library Director, the Library's service might be adversely impacted, the employee may be subject to suspension without pay pending final disposition of the proceedings.

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- Discipline/Dismissals: The Library Director shall have the power to effect discipline up to and including dismissal of any employee. Reasons for discipline/dismissal include, but are not limited to, the reasons listed below. Obviously, these reasons deal with matters that impair harmony among co-workers, result in a detrimental impact on close working relationships for which personal loyalty and confidence are necessary, impede performance of employees' duties and/or otherwise interfere with the operation of the Library. The list is not intended to be exclusive but exemplary:

1. Conviction of, or a plea of guilty to, a felony or any crime involving moral turpitude;
2. Incompetence or inefficiency in the performance of the duties of the employee's position; failure to meet established work standards;
3. Inducing or attempting to induce an officer or employee in the service of the Library to commit an unlawful act;
4. Use of any Library resources (including but not limited to time, material and/or equipment) outside the scope of normal, established Library services, for one's own personal benefit or for the benefit of any third party;
5. Offensive conduct, language or gestures in public, or towards the public;
6. Acts of misconduct while on duty;
7. Failure to comply with additional conditions of employment established by the Library;
8. Use of bribery or political pressure to secure appointment or advantage;
9. Threatening or attempting to use personal or political influence in securing promotion, leave of absence, transfer, change of pay rate, or any other conditions related to the employee's work;
10. Absence without authorized leave;
11. Insubordination;
12. Misappropriation, deliberate destruction, theft or conversion of property;
13. Habitual and/or chronic tardiness and/or absenteeism;
14. Falsification of any information required by the Library;
15. Conduct on or off duty whenever behavior threatens order, safety, health or public respect for the Library service and when such conduct is solely the fault of the employee;
16. Repeated convictions during employment on misdemeanor and/or traffic charges;
17. Any violation of the substance abuse policy;
18. Illegal gambling;
19. Clocking in or out for another employee;
20. Accepting, soliciting or receipt of anything of value or gratuities from any resident or member of the public which might in any way unduly influence the employee in the performance of their duties;
21. Failure to follow safety rules;



22. Disclosing confidential information to unauthorized sources;
23. Refusal to attend mandatory meetings, mandatory EAP counseling, or in-service training;
24. Evidence of continued unsound judgment in performing official duties;
25. Any employee who receives two (2) consecutive unsatisfactory annual performance appraisals (below 2.6);
26. Any form of harassment of fellow employees, supervisors, or elected officials and patrons of the Library;
27. Acts of carelessness;
28. Failure to follow supervisor's directions;
29. Abuse of leave benefit;
30. Promotion of disharmony and/or discontent within the Library
31. Absence without notifying supervisors or without providing requested verification or continuing abuse of sick leave;
32. Failure to report for work without being granted leave under a Library policy
33. Failure to notify the Library of status changes relative to place of residence and/or home telephone numbers within thirty (30) days of the change
34. Making verbal or physical threats toward staff, supervisors, co-workers, management, vendors, patrons, or anyone else while on Library premises or conducting work-related business off-site;
35. Personnel other than authorized law enforcement bringing firearms or other weapons onto Library premises;
36. Any other acts that may be viewed as carrying the potential for workplace violence.

Notice of dismissal: When it is not practicable to give notice of dismissal to an employee in person, it may be sent to the employee by certified or registered mail, Return Receipt Requested, at the employee's last mailing address as shown in the personnel records of the Library. Proof of refusal of the employee to accept delivery or the inability of postal authorities to deliver such mail shall be accepted as evidence that the notice of dismissal, warning, or other correspondence regarding disciplinary action has been given.

*Adopted by the RHML Library Board of Trustees January 16, 2024*