

**Subject:** Progressive Discipline

**Application:** Employees

To maintain an orderly, safe, and efficient work environment, Westchester Library System (WLS) on occasion may have to respond to and correct inappropriate employee behavior or conduct. Depending on the level of deficient performance, misconduct or violation of WLS policy, the application levels of progressive discipline may apply.

The purpose of discipline is to be corrective. Progressive discipline is based on the premise that employees will change and correct behavior once the importance of misconduct has been emphasized and the employee has been given an opportunity to improve performance.

Generally, the Progressive Discipline process involves several steps. Each step in the process more strongly encourages the employee to modify his/her behavior by offering varying levels of discipline. WLS has the right to respond to and remedy inappropriate employee behavior or conduct and accordingly certain offenses will result in immediate termination. Each instance of a policy violation will not always result in the same order of the steps outlined in this policy.

An oral warning is a formal or informal discussion with the employee regarding performance deficiencies, misconduct or violation of WLS policy. A written warning should outline the deficient performance, misconduct or violation of WLS policy, the relevant facts, the expected improvements, a time line of expected results, and consequences for not correcting the undesired behavior. All written warnings will be placed in the employee's personnel file.

In many instances disciplinary action begins with an oral warning, then it is followed by a written warning, and may culminate with termination of employment. In a case of a serious offense, WLS may find it appropriate to terminate the employment of the offender immediately.

*This policy was approved by the WLS Board of Trustees at their 1/25/2011 Meeting and is to be reviewed annually.*