

**Subject:** Corrective Action  
~~Progressive Discipline~~

**Application:** Employees

To ~~promote employee development and maintain the required~~  
~~an orderly, safe, and efficient work environment.~~ Westchester Library  
System (WLS) ~~on occasion will may have to respond to and correct inappropriate empl~~  
~~eye-~~  
~~behavior or conduct.~~ Depending on the level of deficient performance, misconduct, or  
~~f-~~  
violation of WLS policy.

"Deficient performance" is when the quality of routine work, or specially assigned work, is not performed up to the requirements of the position or the assigned task.

"Misconduct" is any intentional or unintentional failure to uphold the workplaces standards of the System, including in matters of safety, legal compliance, interpersonal relations, and professionalism.

"Violations of WLS policy" is intentional or negligent failure to adhere to WLS policy.

When deemed appropriate, the System will use: a the application levels of progressive approach to corrective action, starting with an oral warning, followed by a written warning, culminating if necessary with a termination of employment.

An oral warning is a formal or informal discussion with the employee regarding performance deficiencies, misconduct or violation of WLS policy, and will be memorialized by the supervisor in personal notes, not the employee's personnel file.

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.

For deficient performance, warnings may or may not, be accompanied by a "Plan of Improvement" designed to assist the employee in reaching performance goals while workign with measurable objectives towards improvement.

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**Commented [SA1]:** This is strongly advised to avoid under-documentation of a basis to terminate.

~~There is no obligation on the part of the System to use progressive corrective action, nor a Program of Improvement, and in a case of a serious offense or belief that corrective action is not appropriate, WLS may terminate employment immediately. discipline may apply.~~

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~~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.~~

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~~Generally, the Progressive Discipline process involves several steps. Each step in the process more strongly encourages the employee to modify his/her/their 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.~~

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~~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.~~

*Last approved: May 26, 2015*

*SAA Advised Edits April 22, 2024*