

# Performance Improvement Policy

Created 2/10/2015



Employees should expect to be treated both fairly and equally. The Library, in turn, expects a high level of performance from its employees and seeks to act to improve the performance of any employee as necessary. The Library is under no obligation to follow any established process for improving performance and may choose to terminate the employment of any employee at any time without a statement of cause.

Performance improvement is intended to address any concerns, prevent recurrences, and prepare the employee for satisfactory service in the future. The Library considers multiple values to be part of an employee's performance, including but not limited to: behavior, attitude, ability, attendance, and communication.

Any documentation that is created as a result of the Library's attempt to improve the performance of an employee may become part of the employee's personnel file.

When necessary, the Library's policy on performance improvement may also be used in disciplinary actions for employees.

## COACHING

Coaching is normally an interactive and informal establishment of communication between the employee and their supervisor concerning an issue. Coaching may or may not be documented. Documentation (signed by the supervisor) that results from coaching may be included in the employee's personnel file. Supervisors are not obligated to inform an employee when documentation is added to their personnel file. Employees may or may not be asked to provide a signature of receipt for such documentation.

## WRITTEN WARNING

A written warning is provided by a supervisor to the employee. The written warning will:

- Clearly state the observed action of the employee that deviates from the Library's policies or the employee's job responsibilities.
- Provide supporting facts.
- State the action or behavior that is desired.
- Outline an action plan for the employee.
- Notify the employee of consequences of failure to address the issue satisfactorily.

Written warnings will be signed by the supervisor and the employee. The employee's signature does not imply agreement. Employees may choose to write a statement to be included with a written warning, though the Library is under no obligation to respond. Such statements will be included in the employee's personnel folder.

## PROBATION

Employees may be placed in a probationary status to monitor performance over a specific interval of time. In such cases, the supervisor will provide the employee with written documentation that:

- Clearly states the observed action of the employee that deviates from the Library's policies or the employee's job responsibilities.
- Provides supporting facts.
- States the action or behavior that is desired.
- Outlines an action plan for the employee.
- Notifies the employee of consequences of failure to address the issue satisfactorily.
- Clearly denotes the end date for the probationary period.

The supervisor may ask the employee to provide documentation during the probationary period to establish that the action plan is being followed.

At the end of the probationary period, the employee will be provided, by the supervisor, a written assessment of their performance during the probationary period. A probationary period may be curtailed or extended at the discretion of the supervisor.

## ADMINISTRATIVE LEAVE

Administrative Leave will only be authorized by the Library Director. Such action will be taken when investigation into a matter is deemed appropriate and necessary. The conditions of Administrative Leave will vary from cases to case with no case setting precedent. During Administrative Leave, the employee will not report to their regular work assignment. Placing an employee on Administrative Leave may result in loss of pay. Employees on Administrative Leave will not accumulate or accrue any type of regular leave unless other provisions are made, in writing, with the employee. The Library will continue to provide health insurance benefits to the employee while on Administrative Leave. The employee will be responsible for the cost of all dependent and/or supplemental insurance benefits while on Administrative Leave. Employees will always be notified in writing when Administrative Leave is exercised.

## TERMINATION

Employees who are terminated will receive written notification of such action. If immediate termination is warranted then the written notification may be delivered by postal mail. Employees who are terminated may be escorted from the building. A copy of the written notification will be placed in the employee's personnel file.

Terminated employees may not receive compensation for any unused Vacation Leave or compensatory time.

As an "at-will" employer, the Library does not have to provide cause for termination.