

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Employee Conduct and Disciplinary Action	Revised Date:	Sept 8, 2018
			Sec 1, 3I
		Reviewed:	Aug 2, 2018

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

1. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
2. Where there are perceived performance problems, a progressive form of discipline ranging from minor to severe is recommended. Each notice or warning should clearly indicate the potential consequences should the undesirable behavior continue or recur.
3. An incident of sufficient seriousness may warrant immediate dismissal.
4. It is recommended that written documentation be kept of all the notices and warnings. The Executive Director of Northern Lights Library System may be consulted at any time during the action and must be consulted regarding termination in the event legal counsel needs to be obtained.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval