

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4111.1 DISCIPLINE

The Library agrees with the tenets of progressive and corrective discipline to improve employee behavior and/or performance and to discipline employees. Maintenance of discipline is the sole and exclusive responsibility of the Library. Employees shall be disciplined or discharged only for just cause and in a timely manner.

The purpose is to establish a safe and pleasant workplace, protect the well-being and rights of all employees, focus on the future, and make a commitment to reach appropriate behavior. Progressive and corrective discipline may be oral warning, written warning, probation, transfer, suspension (with or without pay), or termination.

In certain situations, the Director may recommend to the Board of Trustees the termination of an employee. If the offense is not sufficiently grave to merit termination, the Director may impose disciplinary action and/or reinstate the probationary period up to six months.

An employee recommended for termination has the right to a hearing before the Board. An appeal must be made in writing prior to the date of the regular Board meeting. Relevant documentation, witnesses, and supporting material should be presented at this time. The Board will at this time concur or revise the recommendation of the Director.

In extraordinary circumstances the Director may immediately suspend an employee until the Board can take final action.

The Library has established the following examples of offenses that warrant reprimand or discipline, which include but are not limited to:

1. Harassing or intimidating staff members or job applicants.
2. Commission of a felony.
3. Reporting to work under the influence of alcohol or illegal drugs.
4. Unlawful manufacture, distribution, dispensing, possession, or use of alcohol or illegal drugs in the Library.
5. Commission of a lewd or immoral act, or an act of physical violence on another staff member or patron.
6. Theft.
7. Actions which would cause the Library to lose revenue.
8. Unexcused absences or tardiness.
9. Deficiency or neglect of assigned duties.
10. Leaving work station without obtaining supervisor's approval.

BP 4111.1 DISCIPLINE (continued)

11. Failure to report to work within the prescribed time limits following a leave of absence for extended illness, injury or personal reasons.
12. Failure to lock up a firearm or other weapon in the workplace.
13. Intentional failure to follow the Universal Precautions Policy in handling blood or body fluids, as stipulated in the instructions issued with the Bodily Fluid Disposal Kit.
14. Failure to notify the Library of a criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction.
15. Failure to follow the policy on prohibited areas for smoking.
16. Failure to maintain appropriate personal appearance, including cleanliness, for assigned work.