



# WASHINGTON PARISH LIBRARY

## Employee Discipline & Corrective Action Policy

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For the purposes of this policy, “employee discipline” or “corrective action” refers to measures taken by supervisors or Library Administration to address employee conduct, performance issues, or violations of library policies.

The purpose of corrective action is to improve employee performance or behavior, maintain effective library operations, and ensure compliance with established policies and workplace expectations.

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### **Progressive Discipline**

The Washington Parish Library generally follows a progressive approach to corrective action in order to provide employees with an opportunity to improve performance or correct behavior. Progressive discipline may include coaching, verbal warnings, written warnings, performance improvement plans, suspension, or termination.

However, the Library reserves the right to determine the appropriate level of corrective action based on the nature and severity of the situation, the employee’s work history, and the circumstances surrounding the incident. In some cases, steps in the progressive discipline process may be repeated, combined, or skipped when deemed appropriate by Library Administration. Nothing in this policy creates a contractual right to progressive discipline.

### **Employee Responsibility for Policy Compliance**

Employees are expected to be familiar with and comply with all applicable library policies, procedures, and workplace expectations. Library Administration will make reasonable efforts to communicate policies and provide guidance when necessary; however, lack of familiarity with a

policy or procedure does not exempt an employee from responsibility for complying with established standards of conduct and performance.

## **Documentation of Corrective Actions**

Supervisors are expected to document employee performance concerns and disciplinary actions at all levels of the corrective action process. Documentation may include notes of coaching conversations, verbal warnings, written warnings, and any supporting information relevant to the situation.

Documentation should include the date of the discussion, a description of the issue, expectations for improvement, and any follow-up actions that may be required.

Maintaining accurate documentation helps ensure consistency, transparency, and fairness in the application of corrective actions and provides a clear record of efforts to address workplace concerns.

For formal corrective actions, Library supervisors should use the Library's Performance Development Plan Form for documentation.

## **Employee Acknowledgment of Disciplinary Documentation**

An employee's signature on disciplinary documentation indicates that the employee has received and reviewed the information discussed. A signature does not necessarily indicate agreement with the contents of the document or the disciplinary action taken.

Employees may submit a written response or clarification to be included with the documentation if they wish to provide additional context or perspective regarding the situation.