

Corrective Discipline/Grievance Procedure	Adopted 11-21-2017
Personal Policy-Arlington Public Library	Reviewed 4-17-2018

Corrective Discipline

Employees who fail to abide by the policy and rules of the library, or who fail to perform the tasks and duties of their position, are liable to corrective discipline by the Director.

Such discipline shall be in the following forms, each step normally to follow the other, if the behavior is not corrected:

1. Verbal warning
2. Written warning, to be included in the employee's personnel folder. Such written warning will be dated and signed by the director and the employee, both of whom shall receive a copy.
3. Suspension with pay
4. Dismissal can occur at the last stage in progressive discipline. In addition, flagrant misconduct or commission of a crime, especially on duty, can result in immediate dismissal.

Grievance Procedure

A grievance is a formal complaint from a library employee regarding working conditions, the application of discipline, or the violation of personnel rules or regulations, or applicable rules and regulations of the City of Arlington. It is library policy to treat all employees equitably and fairly in matters affecting employment.

Before the start of any formal grievance, an employee should discuss the matter with the Director.

This should be done within two (2) weeks of the discovery of the problem. The Library Director will review the problem and any relating policies. If possible, he/she will respond through discussion.

He/she will respond within one (1) week after consulting with appropriate authorities. The Library Director should document this discussion, including any steps which are to be taken.

If the problem is not settled to the employee's satisfaction, the employee may then begin the formal grievance procedure, which shall be handled as follows:

1. When a grievance comes up, the grievant should direct correspondence regarding the matter to the Library Director rather than fellow employees. At no time should employees go to a board member individually.
2. The employee will write a statement in duplicate to the Library Director. The statement shall identify the employee bringing the grievance, a concise statement of the grievance, and the specific remedies being sought. Both copies will be signed by the Library Director and grievant, and each will keep a copy.
3. The Library Director will assess the problem and meet with the grievant in a timely manner to further discuss the options for solutions. If no satisfactory agreement (for both parties) can be reached from this meeting, the grievant may petition, within 30 days, for a private consultation with a committee of three Board members appointed by the Board of Trustee's chair.
4. The request for this meeting will be written and will include documentation of the previous discussions held between the employee and Library Director, and the solutions proposed by each. It is to be delivered to the Board of Trustees before the next scheduled Board meeting by the Director,

so that the committee may be chosen to hear the grievance. The committee will set a date and time to examine the evidence presented, hear the testimony of both the Library Director and grievant, and make a decision on a solution to the problem.

5. If the problem still exists, the grievance may be taken to the full Board. The determination of the full Library Board will be final.