

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Progressive Discipline - Union Employees

CHAPTER: III

SECTION: 7

EFFECTIVE DATE: 1/81

REVISION DATE: 5/90, 6/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library endorses a policy of progressive discipline. The B&ECPL will abide by the respective collective bargaining agreements in carrying out progressive discipline.

II. GUIDELINES

A. Purpose of Progressive Discipline

1. The purpose of disciplinary action is not to punish, but to correct work related behavior.

2. Each employee is expected to maintain standards of performance and conduct as outlined by the immediate supervisor and to comply with applicable policies, procedures, and laws. When an employee does not meet the expectations set by the supervisor or other appropriate

authority, counseling and/or disciplinary action may be taken to address the employee's behavior.

B. Key Elements of Progressive Discipline

1. The purpose of discipline is to correct unacceptable behavior or job performance, not to punish employees.
2. Employees are given a fair and reasonable chance to correct unacceptable behavior or performance.
3. Employees are given written notice that failure to correct unacceptable behavior or job performance will result in further discipline.
4. Discipline is imposed in graduated steps from the least severe (oral warning) to the most severe (discharge). In serious cases more severe penalties (including discharge) may be imposed initially.
5. Discipline is to be imposed uniformly and consistently for employees in similar situations and shall be done in a manner that will not unduly embarrass the employee.
6. An employee will be disciplined according to the circumstances of his/her individual case.
7. An employee may request and shall be granted the presence of an appropriate union representative at a disciplinary hearing or at the time a disciplinary action is taken.

C. Documentation

1. All warning notices, disciplinary actions, etc. should be documented in detail. A copy must be presented to the employee, and a copy must be filed in the employee's personnel record.
2. An employee has a right to refuse to sign the disciplinary record. Such refusal does not preclude the record from being placed in the employee's file.

D. Procedure

1. Discipline is administered in graduated steps, which increase in severity as follows:
 - a. Oral/Verbal Warning
 - b. Written Warning
 - c. Suspension
 - d. Termination/Discharge
2. In serious cases more severe penalties may be imposed initially.

E. Counseling

1. Counseling is not discipline. Counseling often occurs before disciplinary action is taken.
2. Counseling makes the employee aware of the concern and provides the employee with information regarding expectations.

3. The supervisor should use the counseling to explain what is unsatisfactory, what is expected, and how to avoid recurrence and/or improve performance.

4. Counseling should be documented.
 - a. Documentation may or may not be submitted to the employee's personnel file, at the discretion of the supervisor.
 - b. Documentation should confirm the concern, the operational expectation, and the time line for attainment of objectives.