**Disciplinary Steps**

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the Library, based on violations either of the above or of any other of the Library’s policies, rules or regulations, an employee may be subject to disciplinary actions as follows:

* First Offense Verbal Warning
* Second Offense Written Warning
* Third Offense Disciplinary Suspension
* Fourth Offense Discharge

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate discharge, (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment.

Sometimes the Library will find it necessary to investigate the infraction for which an employee may face discharge. In this case, the Library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if discharge is the proper decision. Following the investigation, if the Library decides not to discharge the employee, the employee will be reinstated with or without back pay, depending on the circumstances.