

2.15 EVALUATION, CONDUCT and DISCIPLINARY ACTION

2.15.1 PERFORMANCE EVALUATION SYSTEM

1. All staff shall participate in the performance evaluation.
2. All staff shall be evaluated yearly and results discussed with the employee.
3. Mutual agreement of the standards of performance and expected results shall be filed in the official personnel file household in the library.
4. Upon request to the Director, all staff may access their personnel files.
5. The performance evaluation for the Library Director will be done by the Board HR Committee annually by measuring accomplishments against original goals and shall continually monitor performance to ensure those goals and objectives are being met using **Form 2.15.1 Evaluation Form for Director.**
6. Evaluation results will determine if any of the following actions will be required:
 - Incentives
 - Coaching and or Training
 - Discipline or Termination

2.15.2 ABSENTEEISM OR LATENESS

1. An employee who is absent from duty without prior authorization shall communicate the reason for their absence to Management within two (2) hours of commencement of their shift.
2. An employee who is absent from duty without authorization may not receive remuneration for the absence and will receive the following disciplinary action unless otherwise directed by the Library Director:
 - a. First unauthorized absence – recorded verbal warning.
 - b. Second unauthorized absence – official written warning.
 - c. Third unauthorized absence – 1, 3 or 5 shift suspensions without pay.
 - d. Fourth unauthorized absence – Termination.
3. Upon return to work a leave form shall be completed by the employee and submitted to Management for written approval.
4. When an employee is late arriving at work, they shall report such lateness to Management and by adding a note on the scheduling application.
5. Pay will be based on hours reported on the scheduling application.
6. The employee will be considered to be late if not ready to work at the start of shift as per the schedule.

2.15.3 SUBSTANCE ABUSE

1. A staff member who feels they have a substance abuse/misuse problem is encouraged to discuss the problem with Management without fear of reprisal.

2. Any staff member, whose performance is being adversely affected by being under the influence of alcohol or drugs, shall be taken home without pay for the balance of the day. The circumstances shall be reviewed the following working day.
3. Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs, cannabis, and alcohol on library premises, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution. The **Forms 2.15.4a Record of Conversation, 2.15.4b Counselling Discussion Plan, and 2.15.4c Discipline and Termination** shall be used to document actions taken.

2.15.4 DISCIPLINE AND TERMINATION

1. The Library Director has the full authority to provide performance assistance, discipline, or after discussion with Board Chair, dismiss any member of staff for just cause.
2. Progressive discipline, with the aim of being corrective, shall be performed using **Forms 2.15.4a Record of Conversation, 2.15.4b Counselling Discussion Plan, and 2.15.4c Discipline and Termination.**
3. Extreme cases such as, but not limited to, theft, willful contravention of health and safety procedures, or damage to the library's reputation or misrepresentation of the library may be cause for dismissal for just cause without progressive discipline.
4. Disciplinary documentation shall be placed in the office personnel file and immediately copied to the staff member.
5. Terminations shall be administered in accordance with established procedures, by-laws, and/or government legislation.
6. Volunteers shall be disciplined and terminated in the same manner as staff, as per **Policy 2.4.5 Volunteers.**

2.16 EMPLOYEE COMPLAINT AND GRIEVANCES

2.16.1 HARASSMENT

The Library Board has zero tolerance for any behaviour in the workplace that is unwelcome by any staff member and follows labour standards and human rights legislation.

HARASSMENT: Any unwelcome behaviour such as, but not limited to, belittling, demeaning, or bullying, which directly or indirectly adversely affects, or threatens to affect, a person's wellbeing or safety, or a person's job security, prospects of promotions or earnings, working conditions or opportunity to secure a position.

1. Any employee who believes they are in receipt of unwelcome behaviour will address the individual presenting the said behavior, if it is safe to do so. If resolution is not obtained the employee will inform Management who will begin an investigation.