

Subject: Corrective Action

Application: Employees

In order to promote employee development and maintain the desired work environment, Westchester Library System (WLS) will correct an employee's deficient performance, misconduct or violation of WLS policy.

"Deficient performance" occurs when the quality of routine work, or specially assigned work, is not performed up to the requirements of the position or the assigned task.

"Misconduct" is any intentional or unintentional failure to uphold the workplace standards of WLS, including matters of safety, legal compliance, interpersonal relations, and professionalism.

"Violation of WLS policy" is intentional or negligent failure to adhere to WLS policy.

When deemed appropriate, WLS will use a progressive approach to corrective action, starting with an oral warning, followed by a written warning, culminating, if necessary, with a termination of employment.

An oral warning is a formal or informal discussion with the employee regarding performance deficiencies, misconduct or violation of WLS policy, and will be memorialized by the supervisor in personal notes, not the employee's personnel file.

A written warning should outline the deficient performance, misconduct or violation of WLS policy, the relevant facts, the expected improvements, a timeline of expected results, and consequences for not correcting the undesired behavior. All written warnings will be placed in the employee's personnel file.

For deficient performance, warnings may or may not be accompanied by a "Plan of Improvement" designed to assist the employee in reaching performance goals while working with measurable objectives towards improvement.

There is no obligation on the part of WLS to use progressive corrective action, or a Program of Improvement, and in a case of a serious offense or belief that corrective action is not appropriate, WLS may terminate employment immediately.

Last approved: June 25, 2024