

# Carlow/Mayo Public Library

Policy Type: **Human Resources** Policy Number: **HR-06**

Policy Title: **Performance and Discipline**

Last Review Date: Feb 2021

Next Review Date: Feb 2025

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Employees' work performance and achievements contribute to the operational and overall success of the library.

## Section 1: Performance Reviews

While the term performance review suggests a focus on past performance reviews also focus on on-going performance improvement and professional development. The policy and process ensure objective and fair decision-making regarding compensation, promotion, disciplinary action and termination. It also ensures that expectations and performance standards are met.

1. The Carlow/Mayo Public Library has an annual performance planning and review system for all employees.
2. It is designed to:
  - a) allow for open and ongoing communication between the staff member and CEO or supervisor
  - b) align employee performance objectives to library goals
  - c) establish a clear understanding and agreement on job responsibilities and the competencies required to fulfill the job
  - d) allow for regular feedback on performance
  - e) determine what the staff member needs to do, as well as the support needed, in order to succeed
3. General guidelines to be followed:
  - a) the performance review should be conducted in a formal and private setting
  - b) the employee should be given advance notice of the review (including a copy of the appraisal form) in order to prepare a performance self-assessment
  - c) the employee's strengths should always be acknowledged and good performance reinforced
  - d) weaknesses should be discussed and an action plan for development agreed upon
  - e) if the employee has a conflict or concern with the review, this should be documented on the review
  - f) both employee and supervisor comments should be recorded on the review form

## Section 2: Problem Resolution and Discipline

The library promotes fair and constructive treatment of unacceptable conduct or work performance. A progressive discipline process is intended to improve performance and behaviour.

1. In all cases, a staff member is made aware of a performance or behaviour problem promptly and will receive both verbal and written expectations to ensure that he or she knows the standard expected.
2. The progressive disciplinary process is initiated for serious situations in which policies and procedures have been ignored or contravened, or a staff member's performance fails to meet acceptable standards.
  - a) *Step One: Verbal Warning* The CEO or supervisor discusses the situation with the staff member, specifying clear expectations and standards of performance, a plan of action to bring about the desired change, and a reasonable period of time for improvements. A date is set for a follow-up interview
  - b) *Step Two: Written Warning.* Should the problem continue after the time period specified in step 1, the staff member will be given a written warning. The staff member is advised that continued failure to improve the behaviour could lead to further disciplinary action including possible dismissal.
  - c) *Step 3: Suspension.* If the staff member's performance fails to improve or if there is a recurrence of misconduct, the CEO determines the need for and length of the suspension. After the suspension an interview will be scheduled to discuss the conditions of return to work.
  - d) *Step 4: Dismissal.* If the staff member fails to improve or if there is a recurrence of misconduct, the CEO prepares for termination.