

4.03 EMPLOYMENT AND DISCIPLINE

As integral members of the Library District's team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

Employees are encouraged to observe the highest standards of professionalism at all times. The following is a list of behaviors that could result in disciplinary action, up to and including termination. They are not intended to be an all-inclusive list of unacceptable behavior—other behaviors may, at the Library District's discretion, also result in disciplinary action, up to and including termination. Rather, they are simply examples of the kinds of misconduct which can result in discipline. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

- a. Violation of any Library District policies.
- b. False statements on an employment application, time sheet, expense report, personnel or other documents or records of the Library District, or fraud in securing employment.
- c. Performance that does not meet the requirements of the position.
- d. Violation of the Library District's Drug and Alcohol-Free Workplace policy.
- e. Theft of Library District, employee, or patron property.
- f. Insubordinate acts, such as failing to follow reasonable directions from supervisors.
- g. Repeated tardiness or absence; failure to report for work without a satisfactory reason.
- h. Fraudulent misrepresentation with regard to the request for or utilization of sick leave, compassionate leave, jury duty or other leaves of absence.
- i. Action or failure to act which endangers the physical safety of other persons or the property of Niles-Maine District Library or others.
- j. Threatening, intimidating, coercing, or using abusive or vulgar language towards other employees or patrons, or interfering with the performance of other employees.
- k. Fighting or other disruption of the orderly conduct of the business of Niles-Maine District Library.
- l. Failure to work scheduled hours.
- m. Rudeness or inappropriate conduct towards patrons.

- n. Possession, distribution or use of weapons or explosives on the premises of the Library District, which has prohibited the possession of weapons on its premises in accordance with the Illinois Firearm Concealed Carry Act.
 - o. Unauthorized or inappropriate use of material, time, equipment or property of the Library District or a patron.
 - p. Damaging or destroying Library District or patron property through careless or willful acts.
 - q. Violations of local, state, or federal law.
 - r. Any behavior that results in an employee not performing his or her job, including sleeping on the job.
 - s. Engaging in such other practices as the Library District determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library District, its employees, or its patrons.
2. Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the Library District, based on violations either of the above or of any other of the Library District's policies, rules or regulations, an employee may be subject to disciplinary actions as follows:
- a. Oral warning.
 - b. Written reprimand.
 - c. Suspension.
 - d. Dismissal.

However, nothing in this policy shall be construed in any way to require the use of progressive discipline in all situations. Discipline may begin at any step, including immediate termination (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the Library District's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

Adopted by the Niles Public Library District Board of Trustees 7.1.92; Revised 8.20.08; 12.14.16