

**Latah County Library District  
Personnel Policy  
Approved October 2004  
Revised March 2010  
Policy reviewed annually**

---

**6.0 DISPUTE RESOLUTION AND EMPLOYEE GRIEVANCE**

**6.1 Attendance & Behavior Problems**

PERFORMANCE PROBLEMS: This is defined as a situation in which the employee's work does not meet minimum standards. The employee may be doing the work, but not doing it well.

ATTENDANCE PROBLEMS: Absences become an issue when patterns of absence become obvious, such as a person calls in sick every Monday.

BEHAVIOR PROBLEMS: Behavior becomes unacceptable when it begins to negatively impact the employee's or other's ability to do their job. Examples of unacceptable behavior include but are not limited to rudeness to co-workers or patrons; physical abuse; sexual or verbal harassment; threatening actions; alcohol or substance abuse; inappropriate challenges to supervisors in front of others; or negative attitude that impacts others.

**6.2 Progressive Discipline**

Although termination may be considered in the most serious situations, counseling or progressive discipline is the most appropriate vehicle for addressing any performance or behavior problems. Counseling is available through the Library's Employee Assistance Program (EAP) offered through Reliant Health:  
(<http://www.reliantbh.com/Default.aspx?tabid=70>).

The purpose of counseling or progressive discipline is to ensure that employees conduct themselves according to basic expectations of satisfactory job performance, and treat everyone with respect, dignity and courtesy.

The purpose of these rules is not to restrict the rights of anyone, but rather to help staff work together harmoniously to accomplish the mission and goals of the Latah County Library District.

Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance or behavior. All disciplinary actions will be conducted in such a manner as to protect the privacy of the employee.

Steps included in progressive discipline are:

- Verbal Warning (Attachment #1 – Verbal Warning Form)
- Written Warning (Attachment #2 – Written Warning Form)
- Investigative Suspension – An investigative suspension is a period, not to exceed three (3) working days, during which time an employee is relieved of his or her job because of alleged serious misconduct. This action may be necessary to make a full investigation to determine the facts of the case.
- An employee may be placed on probation in connection with a written warning for a period of time determined by the Director.
- When an employee is discharged as a result of a serious offense, or as the final step in the progressive discipline process for which a warning notice or notices have been written, the employee will be discharged for cause instead of being given the option to resign, be laid-off, or retire.

### **6.3 Grievance**

A grievance is defined as a dispute brought forth by an employee against the District. An employee may grieve any matter that affects them, with three exceptions:

- Compensation;
- Termination for failure to satisfactorily complete probationary period; or
- Issues relating to management rights. Management rights include the right to hire, promote, suspend or discharge employees; to direct the work of employees; and to establish operating policies.

#### **PROCESS**

An employee will attempt to work through the grievance with the supervisor. If this does not resolve the issue then the employee can provide a written, documented outline of the grievance to the Director. (Attachment #3)

The Director will communicate in writing to the grievant that the grievance has been received. Within 14 working days from the receipt of the grievance the Director will individually meet with all concerned parties.

The Director will make a recommendation on possible resolution. This report will be made within 30 working days from the date on which the grievance was received.

If the grievance is still not resolved the employee may elect to take the issue to the Library Board of Trustees.

- A grievance that goes to the Board must include the original grievance submitted to the Director, the Director's report, and the employee's written reason why the Director's resolution is not acceptable.
- This packet will be given to the Library Board President. The President will communicate in writing to the grievant that the grievance has been received. Within 14 working days from the receipt of the grievance the President in consultation with the Director will discuss possible options.
- The Board will not consider a complaint if the above steps have not been completed.
- Within 30 working days from the date on which the grievance was received the Board President will issue a recommendation.
- At this point the District's grievance process is exhausted.