**STATEMENT OF POLICY AND PROCEDURE**

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Subject: **PERFORMANCE MANAGEMENT** | Sec 1, 1P

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# SECTION 1 - 1.P

**PERFORMANCE MANAGEMENT**

1. Performance reviews

~~Performance Evaluation form~~

1. Managers, supervisors, and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. ~~to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.~~
2. A performance review of each employee~~’s performance~~ will be conducted annually at a time and date agreed upon by the Department Manager and the employee. Performance reviews take place during the probationary period ~~(third month)~~ and once a year thereafter ~~per year~~ ~~anniversary of commencement of employment or~~ (generally at the end of the calendar year).
3. The performance review shall involve a review of the employee’s job description, a review of the goals set during the previous review ~~appraisal~~, and the setting of new goals for the coming year. The performance review will take into account the employee’s ability to perform the tasks listed in the job description and the completion of goals set. The performance review process will allow for employee input and collaboration.
4. A copy of the signed performance review shall be placed in the employee’s confidential personnel file.
5. Employee Discipline
   1. ~~Penalty for Non-compliance~~Any employee who contravenes ~~any section of the~~ Northern Lights Library System (NLLS) policy, or acts in an unprofessional manner ~~and procedure handbook~~ may be subject to disciplinary action. Disciplinary actions may include:
      * + ~~Verbal or written warning~~
      1. Verbal warnings ~~will be noted to file~~
      2. Written warnings
      3. Suspension with or without pay
      4. Dismissal or
      5. Such other action or penalty as may be appropriate and permitted by law under the circumstances.

~~Employee Conduct and Disciplinary Action~~

* 1. ~~Documented performance problems or unprofessional conduct may result in progressive forms of discipline ranging from minor to severe.~~ Each ~~notice~~ verbal or written warning ~~should~~ willclearly indicate the potential consequences should the undesirable behavior continue or recur.
  2. While an incident of sufficient seriousness may warrant immediate dismissal, NLLS policy is to adhere to the following disciplinary procedures:

1. Verbal Warning – The department manager will counsel~~ing~~ with the offending employee ~~clear communication~~ regarding the unprofessional behavior. The warning will be documented, ~~and~~ initialed, and placed in the ~~an~~ employee’s personnel file by the Executive Director.
   * Verbal warnings will be excused from the employee(s) record after 365 days but retained in the file.
   * ~~Work suspension may be included with or without pay~~
2. Written Warning ~~(1)~~ - a written ~~direct~~ notice to cease and discontinue unprofessional activity will be documented, initialed by the employee, manager, and Executive Director, and placed in the ~~an~~ employee’s personnel file. Managers will review the warning with the employee at 30, 60, and 90 days after the written warning is issued. ~~review follow up.~~ 
   * Written warnings will stay in the employee’s file indefinitely; however, after three (3) years they will not count towards the employee’s progressive discipline.
   * ~~Work suspension may be given included with or without pay.~~
3. Second Written Warning ~~(2)~~ - a formal disciplinary ~~e notice with a~~ meeting with the offending employee, Executive Director, and department manager will be held ~~and Human Resources~~ to decide specific changes, desired outcomes, and establish a time frame for review of the written warning. All other procedures with a first written warning apply. ~~required with time frame review.~~ 
   * + - ~~Documented and initialed and placed in an employee's personnel file~~
       - ~~Work suspension may be included with or without pay~~
     1. Three (3) written warnings within one (1) year may be grounds for termination.
     2. Any documentation regarding harassment or serious safety violations will stay in employee(s) file(s) indefinitely, and may ~~can~~ be applied towards employee progressive discipline.
     3. ~~Further action up to and including termination may be required.~~
4. The Executive Director of NLLS or delegate who is authorized in writing ~~may be consulted at any time during the action and must be consulted regarding termination in the event that legal counsel needs to be obtained.~~ will make all final decisions regarding an employee’s termination.

**NLLS Executive Board Chair**

September 21, 2019

**Date of Approval**

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