

**Camden County Library District
Policy Manual**

Section 1. Employees.

Subsection 5. Probationary Period and Disciplinary Action.

Probationary Period

All employees shall serve a twelve-month probationary period after their initial appointment. Conferences will be held with the Director and/or the employee's supervisor as needed. A probationary employee may be released at any time during this twelve (12) month period. If the twelve-month evaluation is positive, the employee will be added as a permanent member of the staff.

Disciplinary Action

Once an employee becomes a permanent staff member, he/she may only be dismissed after due process for infraction of library policies or for failure to perform his/her assigned duties satisfactorily. Over any 18-month period: For a first infraction, the staff member will receive a formal verbal warning. For a second infraction, the staff member will receive a written warning. For a third infraction, the staff member will be given an appropriate suspension without pay. A fourth infraction will cause dismissal. Serious offenses are cause for escalation of disciplinary measures, up to and including dismissal. He/she has the right to appeal such a dismissal to the Board of Trustees by following the grievance procedure as indicated. The decision of the Board of Trustees given after the hearing shall be final.