

## DOCUMENTED COUNSELING

The Urbana Free Library's (TUFL's) Documented Counseling Policy and procedures are designed to provide a structured progressive disciplinary action process to improve employee performance or prevent a recurrence of undesirable behavior. It has been designed to be consistent with TUFL's organizational values, human resources best practices, and employment laws.

There are four levels of counseling action: Initial meeting and verbal counseling, written warning and verbal counseling, suspension and final written warning, and recommendation for termination of employment. TUFL reserves the right to modify, combine, and skip levels depending on factors such as severity, frequency, degree of deviation from expectations, and length of time involved. The Executive Director should be notified before counseling action with an employee begins.

Civil Service employees are governed by relevant sections of the Civil Service Rules of the City of Urbana.

### **Performance and Conduct Issues Not Subject to Documented Counseling**

Illegal behavior, theft, substance abuse, intoxication, fighting, and other acts of violence at work are not necessarily subject to documented counseling and may be grounds for immediate termination.

Adopted March 10, 2015

Revised June 11, 2019, Reaffirmed February 8, 2022