



Policy HR 9.2

Coaching and Counseling

Adopted by the Library Board of Trustees: 01/24/2013

Non-disciplinary coaching or counseling discussions, where feasible, are encouraged in order to provide an opportunity for an employee and his/her manager or supervisor to identify performance areas needing improvement by the employee. This coaching or counseling discussion can include verbal (non-documented) discussions, formally written (documented) work improvement plans and/or memos describing performance expectations. Written documentation which arises out of a coaching or counseling discussion may be placed in the employee's personnel file. An employee's failure to follow through with any written expectations/action plans could be grounds for formal progressive corrective action up to and including termination.

I. Administration

The Library Director has responsibility for administering this policy.