

**Princeton Public Library Policy:
Staff Discipline**

In the event that a library employee commits an act contrary to the wishes of the director or in violation of policies passed by the library board, the director shall use the following form to document the incident. Accurate and complete records, including these forms, will be kept locked in the employee's personnel file.

Passed by the library board January 2nd, 2023.

Princeton Public Library Staff Disciplinary Record

Date: _____

Employee Name: _____

1. Specific performance/behavior noted:

2. Previous and current action taken:

3. Expectations and resources to improve:

4. Consequences if expectations are not met and maintained:

(Employee's signature)

(Director's signature)