

Dover Plains Library
Job performance evaluations & warnings

The director will do quarterly reviews of employees' job performances. Each quarter both the director and employee will give written responses to questions about performance parameters. They will meet in person to discuss reviews and any concerns raised. Quarterly reviews allow employees to correct performance issues raised by the director prior to the end of the year determination of performance raises in pay. Both the director and the employee sign the final print review report. Performance evaluations are permanent parts of personnel files that an employee may review on request.

An employee's failure to address performance or misconduct issues raised may result in a written warning that includes a performance improvement plan with specific goals and timeline for improvement. Written warnings will be reviewed by the director, the assistant director and the employee. The employee will be asked to read and sign it. Written warnings are added to the permanent personnel file.

Failure to adhere to the personnel improvement plan within the specified timeline will result in termination.

Right of Appeal

In the event an employee is terminated, they may appeal the decision to the Board of Trustees. Such appeals must be made in writing within 30 days of termination to the current President of the Board. Termination will stand until after the Board of Trustees review.

Approved by Board of Trustees: Nov 8, 2023