

8. PERSONNEL POLICY:

8.1 Clarification of Jurisdiction:

- A. St. Paul Education Regional Division No. 1 School Board shall be responsible for the hiring, payment and determination of working conditions of the staff during school operation hours.
- B. County of St. Paul No. 19 Library Board shall be responsible for the hiring and determination of working conditions of:
 - 1. the staff after school operation hours
 - 2. a written agreement will be established

8.2 Hiring of a Library Manager:

- A. Prior to hiring, the position of Library Manager will be locally advertised for a period of two weeks.
- B. The Board shall provide a job description for the position of Library Manager as set out in “Schedule B” of this Policy.
- C. A new Library Manager is to have an orientation period of two weeks, if possible, with the present Library Manager.

8.3 Qualifications of Library Manager:

- A. A minimum of Grade 12 or adult equivalency, Post Secondary Education preferred and a Library Technician Certificate, if possible. Library experience would be beneficial.
- B. The individual should have adequate computer knowledge, skills and be willing to undergo training to become proficient in an automated Library environment.
- C. The selected person should have the physical stamina and capability to fulfill the job description as well as the following personal qualities:
 - Flexible attitude
 - Initiative, neatness and imagination
 - Excellent communication and organizational skills
 - Desire and ability to work with people
 - Possess an appreciation of literature

8.4 Duties of the Librarian:

- A. Providing the best possible reader and reference service to the community.
- B. Maintaining the Library in an orderly state, thereby ensuring consistency of operation.
- C. Sharing the following duties with the Library Assistant and Volunteers:
 - Operating the circulation desk and re-shelving books.
 - Issuing membership cards.
 - Maintaining records of memberships and issuing renewal notices.
 - Issuing overdue notices and collecting overdue fines.
 - Processing new books and donated books (as selected).
 - Maintaining old books with minor repairs on a regular basis.
 - Keeping computer catalogue maintained and up-to-date.
 - Administering the Inter-Library Loan Service and other services.
- D. Responsible for ordering new books and magazines; weeding old material, preparation of all reports.
- E. Selection, training and supervision of staff and volunteers.
- F. Opening, reading and filing of all incoming mail, immediately drawing to the Board's attention matters of prime importance and replying as requested.
- G. Administering programs which seek to improve the quality and quantity of Library services to the community (such as children's story hours, book reviews, music appreciation, hobby clubs, art displays, book displays, preparing reference materials on request). This could be done by cooperating with other Libraries in the area and by utilizing the talents of resource people in the community.

8.5 Salary, Stat Holidays, Vacation Pay, Sick Days, Lateness and Absenteeism:

- A. Salaries are paid by the County of St. Paul No. 19 based on a Library Grid. Increments to the Grid such as cost of living are added as approved by County Council based on Municipal negotiations.
- B. The following are recognized as paid Statutory Holidays providing they fall on a regular day of operations:
 - New Years Day
 - Family Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - Civic Holiday
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day
- C. Vacation pay is calculated and paid on each cheque as stipulated by Labour Standards.
- D. Librarians will be provided with three (3) flexible days per year that can be used for sick leave or family medical care.
- E. If the Library Manager is unable to report for work as scheduled, he/she shall make every effort to find a suitable replacement or make other arrangements. He/she shall make up any hours lost.

8.6 Procedure for Suspension or Dismissal of Library Manager:

- A. A Board meeting without the Library Manager present.
- B. A Board meeting with the Library Manager airing grievances.
- C. After a period of one month, another review will be made by the Board.
- D. The Library Manager will be informed of the Board's decision.

8.7 Library Volunteers:

- A. Library Volunteers shall be responsible to and work under the direction of the Library Manager.
- B. Active recruitment shall be the responsibility of the Library Manager. Volunteers must sign a letter of understanding as set out in “Schedule C” attached to this Policy.

8.8 Expenses for Attending Workshops, Conferences and other Meetings:

- A. The Board will pay registration fees for workshops and conferences.
- B. Staff will be remunerated for attending the above and paid a per diem on the same fee schedule as Members At Large for in or out of town meetings.
- C. Compensation for subsistence (meals, hotels and other incidentals) will be receipted and paid by the Library Board.
- D. Staff shall be paid for mileage to attend the above at the current Municipal rate.

8.9 Working Alone:

- A. Alberta Resources and Employment Regulations Section 14.1(2)(b) requires the establishment of communication between the worker and persons capable of responding to the worker’s needs.
- B. The County of St. Paul No. 19 Libraries shall ensure a personal panic alarm system is installed which will be worn by employees when no other staff member is present in the workplace.
- C. The following references should be displayed for employees:
 - (i) What all clerks should know.
 - (ii) Violence prevention procedures in case of robbery.
 - (iii) Emergency phone numbers and contacts.

Date

Board Chairperson