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MORINVILLE COMMUNITY LIBRARY POLICY AND PROCEDURES MANUAL

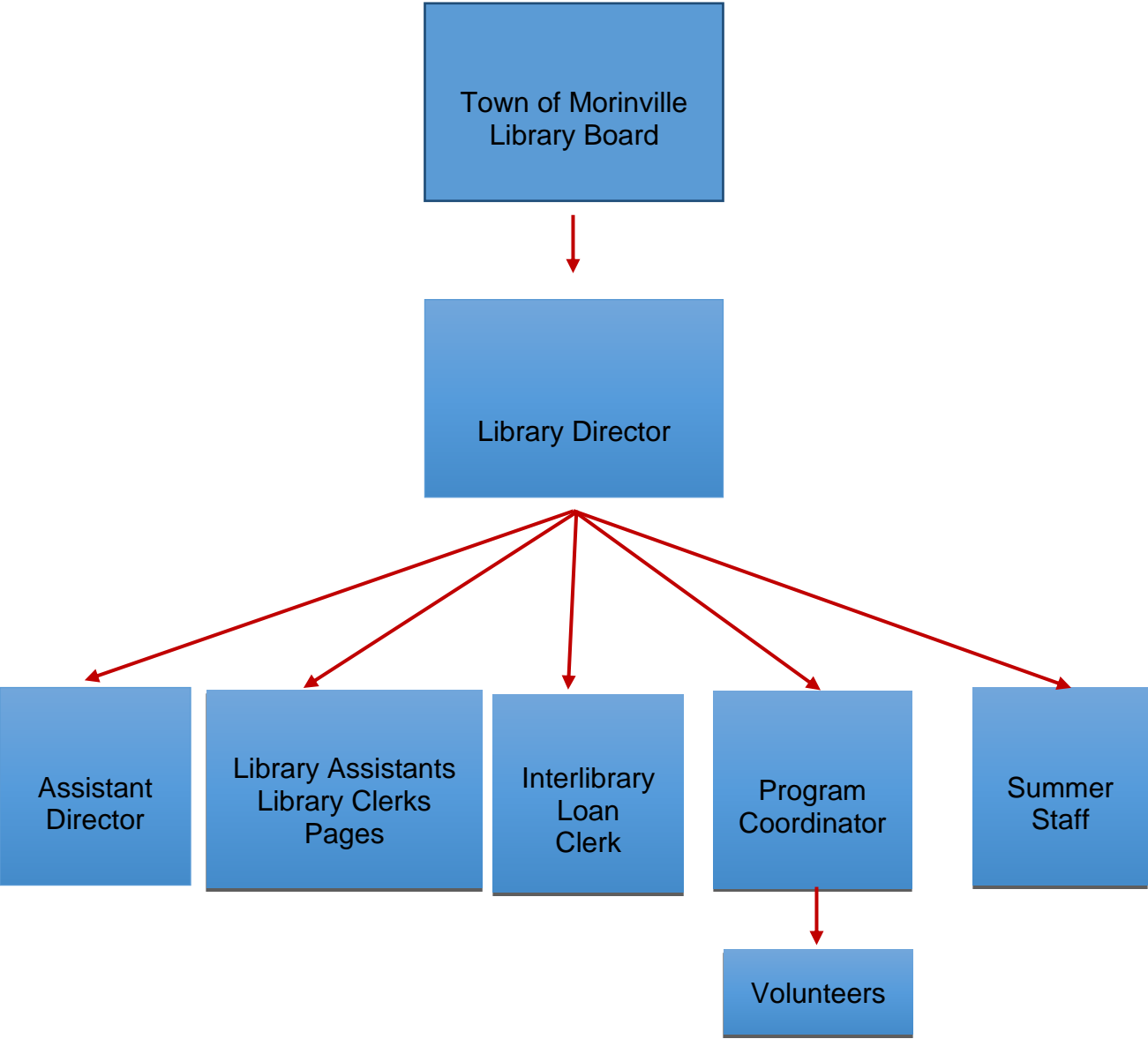
2. PERSONNEL

2.1 DEFINITIONS **** See job descriptions for more detailed information.**

Permanent Position	A position with regularly scheduled hours established to be ongoing, be it full-time or part-time.
Salaried Staff	A worker who is paid a fixed amount of money by an employer.
Hourly Wage Staff	A worker who is paid a fixed amount of money per hour by an employer.
Full Time Position	Employment in which a person works more than 30 hours per week or that is employed to work regularly 20 hours per week for the purpose of employee benefits.
Part Time Position	Employment that carries fewer hours per week than a full-time position.
Temporary Position	A position created outside the established permanent work force for a set period of time, be it full-time or part-time.
Casual Position	Periodic assignments on an as needed basis due to the absence of the incumbent be it full-time or part-time.
Staff / Staff Member	People who are employed by the Morinville Public Library in positions that are permanent, temporary, or casual.
Library Director / Director	A staff member with managerial authority who is responsible and accountable to the Library Board for the activities of the library.
Assistant Director	A staff member who supports the Library Director in the day-to-day running of the library and also has managerial authority in the Library Director's absence.
Program Coordinator	A staff member who coordinates programs, events, and volunteers.
Library Assistant	A position with opportunity for professional enrichment, added duties and responsibilities beyond front desk basic duties.
Library Clerk	A position that fulfills basic front desk duties.
Interlibrary Loan Clerk	Library Clerk responsible for interlibrary loans and all administrative duties surrounding the interlibrary loan system.
Library Page	Ensures that materials are readily available in an organized and accurate order.
Acting Director	A staff member who is responsible for the library in the Director's absence.
Volunteer	A person who renders aid, performs a service, or assumes an obligation voluntarily without pay.

2.2 HIERARCHY

Library Organizational Chart – 2022



*****Any point not contained in this policy follows the Alberta Employment Standards. *****

2.3 MANAGEMENT PROCESS

2.3.1 CONSULTATIVE LEADERSHIP STYLE

1. The library encourages a consultative leadership style asking staff for feedback and taking employee concerns seriously by maintaining an open-door policy.
2. The Library Director shall be the sole member of the library staff accountable to the Library Board for managing the activities within the library and promoting staff input.
3. Consultation will take place during mandatory regular staff meetings, organized by Management.

2.3.2 STAFF MEETING ATTENDANCE and REQUIREMENTS

1. Staff meetings are mandatory. Exceptions can be made on a case-by-case basis.
2. Staff absent will review the meeting minutes and fill out **Form 2.3.2 Meeting Minutes Review** and submit it to the Library Director.

2.4 RECRUITMENT

2.4.1 EQUAL OPPORTUNITY

It is the policy of the library to provide equal opportunity for all qualified persons and not discriminate as per Alberta Human Rights legislation.

1. There will be no expectation or recognition of seniority when it comes to the assignment of duties or internal promotions within the regular library staff.
2. Assignment of duties, hiring of personnel and promotions shall be conducted at the Library Director's discretion.
3. Vacations/time off requests shall be granted on a first come first serve basis

2.4.2 LIBRARY DIRECTOR RECRUITMENT

1. In the event of a vacancy, the position shall be advertised internally, in the media and on-line, until a suitable candidate has been found.
2. The chosen candidate shall be appointed by the Board to the position of Library Director for a probationary period negotiated by the employment contract.
3. At the end of this time, the Board shall review the performance of the appointee. A satisfactory performance appraisal shall result in the appointee achieving permanent status.
4. Compensation shall be according to the contract approved by the Library Board.
5. Discipline and/or termination of the Library Director shall follow **Policy 2.15.4 Discipline and Termination** as well as the employment contract terms.

2.4.3 STAFF RECRUITMENT

1. The Library Director is responsible to approve all recruitment and hiring of staff positions.
2. The selected applicant will be required to submit a criminal and vulnerable record check before final employment is offered.
3. All permanent, casual and temporary positions of more than six months duration shall be posted internally first to ensure current staff and volunteers are aware of openings.
4. Hiring immediate family/Nepotism: The Library Board, through the Library Director, shall regulate employment and HR matters in such a manner so as to avoid potential favoritism or conflict of interest that may occur between individuals who are related. No individual shall be denied employment with the library because of marital status or family relationship alone.
5. The Director shall generate the official offer of employment for candidates.
6. All permanent, temporary, external, or internal positions of three months duration or longer shall have a probationary period:

*Staff positions - Three months

*Assistant Director - Six months

Form **2.4.3 Notice to Extend Probationary Period** shall be used if the probation period needs to be extended.

2.4.4 TEMPORARY EMPLOYMENT PROGRAMS

1. The library shall access government sponsored employment incentive programs used to enrich the library's overall plan of service.
2. The Board shall always be governed by the rules established for the use of such programs.

2.4.5 VOLUNTEERS

1. The Morinville Community Library recognizes the value of volunteers.
2. Volunteers shall be bound by the same standards of conduct, obligations, confidentiality, and policies, as paid staff.
3. Volunteers will be given position descriptions with responsibilities and expectations clearly set out. Volunteer duties shall not take away from paid staff duties.
4. Staff members are not expected or required to volunteer with the library.
5. Staff members who volunteer will be recognized through the Volunteer Recognition Program.
6. Volunteers must fill out Form **2.4.5 Volunteer Application**. Volunteers are required to have references if necessary for the assigned job. A criminal and vulnerable record check must be included at no cost to the volunteer. Volunteers will be asked to provide a new criminal and vulnerable record check for each year of service.
7. Volunteers will be interviewed to ensure that candidates meet the position requirements. Orientation and training will be provided.
8. The responsibilities will determine the necessary degree of supervision and evaluation. If the position involves interaction with, and/or responsibility for children or

members of the vulnerable sector, the volunteer will be under close supervision. Evaluations will be based on position descriptions.

9. Volunteers will report their volunteer time to Management.

2.4.6 STAFF POSITION DESCRIPTIONS

1. The Library Director's job description is the responsibility of the Library Board.
2. Staff position descriptions are the responsibility of the Library Director and shall be kept in the Staff Procedures Manual.

2.5 COMPENSATION & BENEFITS

2.5.1 SALARY ADMINISTRATION

1. All approved permanent, temporary, and casual positions are compensated according to the salary and hourly wage compensation approved by the Library Board.
2. The wage and salary grid shall be reviewed annually in the budget process.
3. All staff shall be paid bi-weekly.

1. Base Hourly Wage Grid and Compensation:

Positions	Probation Rate	Hourly Range after Probation
Page/ Temporary/ Summer Student	\$15.00/ hr	\$16.00/ hr - \$20.00/hr
Library Clerk	\$16.00/ hr	\$16.50/ hr - \$21.00/hr
Library Assistant/Program Coordinator	\$17.00/ hr	\$18.00/ hr - \$22.00/hr

2. Base Salary Grid and Compensation:

Positions	Salary Range Per Hour	Salary Range Yearly
Interlibrary Loan Clerk	\$19.00/hr to \$23.00/hr + monthly mileage claim	\$31,616 - \$38,272 + monthly mileage claim
Assistant Director	\$28.00/hr to \$35.00/hr	\$54,600 - \$68,500
Library Director	\$33.00/hr to \$40.00/hr	\$64,350 - \$78,000

Note: A work week consists of 32 hours for the Interlibrary Loan Clerk and 35 hours for all other positions.

3. Wage and Salary Increases:

- a. The Library Board wishes to maintain a compensation system that reflects internal and external equity within and among libraries and competitors and acknowledges cost of living increases.

- b. Based on the recommendations of the Library Director, Assistant Director, or Board HR Committee an incentive will be added to an employee's compensation on the following year based on the criteria below:
 - i. Education: completion of education pertinent to Public Library Services and Programs (such as: LIT Diploma, MLIS, Programming Diplomas or Degrees, Management Diplomas or Degrees earned from a recognized school or program – LAA, U of A, SAIT, etc.) or
 - ii. Professional Development: completion of training/education as offered and directed by Management, and
 - iii. Performance and competencies evaluations: with results above expectation.
- c. The Library Director will bring proposed compensation increases to the Budget Committee yearly.

4. Acting Incumbency:

- a. Acting Incumbency means the assignment of an employee to perform the duties of another position on a continuous basis for a period of fifteen (15) or more consecutive days.
- b. Acting Incumbency status and compensation will be provided to an employee asked to perform all the duties of a higher-level position on a continuing basis.
- c. To receive acting incumbency compensation, an employee must be appointed to a higher-level position in full capacity during which time they may also be required to perform some of the duties of their regular position.
- d. Acting incumbency provisions will not apply where an employee is designated limited duties of a higher-level position.
- e. An employee will be eligible for acting incumbency pay for the total period of acting incumbency.
- f. Where an eligible employee is designated to be an acting incumbent, salary will be determined as the minimum pay range of the position to which assigned, or a minimum of 5 percent above the employee's pay prior to assuming the acting duties, whichever the greater.
- g. When the employee who has been the acting incumbent of another position returns to their regular position, their salary will be readjusted to that which would be in effect if they had continuously occupied that position.
- h. The designation of acting incumbent will not normally exceed a period of three (3) months.
- i. An employee temporarily assigned to a lower-level position shall be paid at their normal rate of pay.

2.5.2 GENERAL / STATUTORY HOLIDAYS (GSH)

The MPL recognizes twelve (12) general/statutory holidays:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.

2.5.3 VACATION ALLOCATION

MANAGEMENT:

Management vacation allocation shall be determined by contract.

The anniversary date for vacation accruals is the anniversary date of hire. The accrual for vacation time for the first year shall be prorated according to the time accumulated.

SALARY and WAGE EMPLOYEES:

1. Employee vacation accrual schedule is:

1 st year to completion of 4 th year of service	1.25 days/mo (15 days/yr)
5 th year to completion of 9 th year of service	1.67 days/mo (20 days/yr)
10 th year to completion of 19 th year of service	2.08 days/mo (25 days/yr)
20 th year and beyond of service	2.50 days/mo (30 days/yr)

2. All hourly wage staff will receive vacation pay on a monthly basis according to the following schedule:

1 st year to completion of 4 th year of service	4% of monthly earnings
5 th year to completion of 9 th year of service	6% of monthly earnings
10 th year to completion of 19 th year of service	8% of monthly earnings
20 th year and beyond of service	10% of monthly earnings

3. An employee who has been on approved leave without pay for thirty or more consecutive calendar days shall, for the year in which the absence occurs, accrue annual vacation proportionate to the number of months that the employee worked with pay in the service of the library.

2.5.4 VACATION REQUEST

1. The Library Director and Assistant Director shall not make a vacation request that will result in both being away at the same time for more than 3 consecutive working days.
2. When making a vacation request, banked flextime shall be used first.
3. No more than the equivalent of 5 unused vacation days shall be carried over to the following year.
4. Any unused vacation over the 5 vacation days carried over shall be paid out to the employee, at regular rate of pay, on the employee December pay.

5. Prime-Time Vacation:

- a. The months of July, August and December, as well as January 1st to the 15th are designated as prime-time for the purpose of time-off requests.
- b. Any staff requesting time off during prime time is limited to two (2) weeks maximum during those periods and must submit said requests no less than eight (8) weeks before the prime-time period starts.
- c. Any additional prime time vacation requests exceeding two (2) weeks maximum will be permitted at the discretion of Management and subject to availability.

6. Additional Rules for Salaried Employees:

- a. Vacation requests will be approved on a first come first serve basis.
- b. Seniority will be the deciding factor in the case of two requests for the same vacation period being submitted at the same time.
- c. Sick leave shall not be used to extend vacation leave.
- d. The Director will do their utmost to grant vacation leave as requested, however, employees should remain flexible and have alternate dates should the leave not be approved.
- e. All other unforeseen vacation requests shall be subject to Management's approval

2.5.5 VACATION REGULATIONS

As per Employment Standards eligibility for vacation is granted after completion of 1 full year of service and,

1. shall be applied for with a minimum of two months' notice.
2. shall be as per individual vacation entitlement.

Form 2.5.5 Request for Time Off shall be used when requesting vacation leave.

2.5.6 UNPAID, JOB-PROTECTED LEAVE

1. Request for Leave of Absence (LOA) will be submitted to the Library Director for approval. Each request for a leave of absence shall be assessed on its own merit and may be granted at the discretion of Management.
2. LOA will only be approved:
 - a. for compassionate, medical or other personal emergency.
 - b. as an extension to the annual vacation allotment not to exceed six (6) weeks total and submitted no less than thirty (30) days in advance, and
 - c. for any employee serving as Military Reservist according to government regulations.
3. LOA for family illness/appointment for the employee's immediate family may be granted to an employee up to a maximum of three (3) full shifts per year with pay. Immediate family will be defined as: employee spouse including common-law, mother, father, brother, sister, child, stepchild and grandparents, foster children, stepparents.

4. For making medical appointments, arrangements must be made on the employee's time off if possible, or in a way that will be least disruptive to the workplace.
5. In the case of medical appointments such as specialists, ultrasounds, scans and other procedures or appointments of a similar nature employees are entitled to three (3) shifts off with pay per year to accommodate said appointment. Anything exceeding three (3) shifts will be subject to Management's discretion.
6. Employees granted LOA without pay in excess of ten (10) working days shall make arrangement through Management to reimburse both the employee and employer portion of the applicable employee benefit premiums prior to the LOA.
7. LOA will not be granted until all annual vacation has been taken.
8. Each request for a leave of absence shall be assessed on its own merit and may be granted at the discretion of Management.
9. Submit **Form 2.5.5 Request for Time Off.**

2.5.7 BEREAVEMENT LEAVE (BL)

Morinville Community Library follows Employment Standards regarding Bereavement Leave.

1. Paid Bereavement Leave

- a. Employees are entitled to three (3) BL days per year, not per incident of bereavement. Paid BL is to compensate for scheduled workdays. If a death occurs on an employee's vacation or days off, such employee can request vacation time to switch to BL.
- b. BL entitlement is three (3) consecutive days totaling twenty-four (24) hours. For example, if you were scheduled to work two (2) days of the three (3) you are on BL, you would be paid for those two (2) days as per Alberta Standards.
- c. If the service/funeral is being held outside of Morinville and it is over three (3) hours of travel time from the town, two (2) extra BL days will be granted. These days to be used as travel time one (1) day prior and one (1) day after; consecutive to the service.
- d. All requests for BL are to be submitted to the Library Director for approval; any further time off may be requested to Management, and such time will be at their discretion. Should more than one close family member pass away special permission may be put forward to the Director. Proof of bereavement/death may be required at the Library Director's discretion.

- e. Any BL days not used by an employee cannot be carried over into a new calendar year, and any BL days not used by an employee do not have to be paid out by the employer if employment terminates.

2. Unpaid Bereavement Leave

- a. Unpaid BL may be granted to any employee that has suffered the loss of an immediate extended family member.
- b. Employee's family members:
 - Spouse, adult interdependent partner or common law partner
 - Children (and their partner/spouse)
 - Current or former foster children (and their partner/spouse)
 - Current or former wards
 - Parents, stepparents and/or current or former guardians (and their partner/spouse)
 - Current or former foster parents
 - Siblings, half-siblings, stepsiblings (and their partner/spouse)
 - Grandchildren, step-grand-children (and their partner/spouse)
 - Grandparents, step-grandparents
 - Aunts, uncles, step-aunts, step-uncles (and their partner/spouse)
 - Nieces, nephews (and their partner/spouse)
 - A person the employee isn't related to but considers to be like a close relative
- c. Family members of employee's spouse, common-law or adult interdependent partner:
 - Children (and their partner/spouse)
 - Current or former wards
 - Parents, stepparents, foster parents
 - Siblings, half-siblings, stepsiblings
 - Grandchildren
 - Grandparents
 - Aunts, uncles
 - Nieces, nephews
- d. Submit **Form 2.5.5 Request for Time Off**

2.5.8 **SICK LEAVE (SL)** (Effective September 1, 2022)

Paid SL is provided to eligible employees including all permanent full-time employees and permanent part-time employees upon successful completion of their probation period.

Definitions:

SL means time that can be taken off for medical leave and temporary illness.

Standard Hours of Work are seven (7) hours per day / thirty-five (35) hours per week.

1. Permanent full-time employees shall earn SL at the rate of one and a half (1.5) standard working days per calendar month worked. On the basis of standard hours of work, one (1) day is the equivalent of seven (7) hours; therefore, ten and one half (10.5) hours are earned per calendar month worked.
2. Permanent part-time employees shall earn SL hours on a prorated basis according to the hours allocated in the budget for their position.
3. Unused SL hours will be accrued to a maximum balance of ninety (90) standard working days / six hundred and thirty (630) hours.
4. Deductions are made from the employee's accumulated hours as SL is used.
5. As the hours are earned and left unused, they will accrue to the maximum on a continual basis.
6. Unused SL hours shall not be paid out.
7. An employee who is unable to report to work due to illness or injury is required to call Management personally at the start of the workday. The employee must request SL and provide an indication of the expected length of the absence. In unusual circumstances, such as hospitalization, a spouse or family member may call Management on behalf of an employee.
8. When all accrued SL hours have been exhausted and illness continues, an employee may:
 - a. Use their accrued vacation entitlement,
 - b. Apply for Employment Insurance Sick Benefit if the employee is not on the Chamber of Commerce Benefit plan,
 - c. Apply through the Chamber of Commerce Benefit Plan for Weekly Indemnity or Long-Term Disability, or
 - d. Apply for a leave of absence without pay.
9. Employees who are covered by the Chamber of Commerce Benefit Plan and qualify for Weekly Indemnity or Long-Term Disability must follow the guidelines set by the Benefit Plan:
 - a. Weekly Indemnity: first (1st) day of accident/hospitalization, eighth (8th) day of sickness
 - b. Long-Term Disability: hundred and twenty first (121st) day of disability up to age sixty-five (65)
10. Employees on Weekly Indemnity coverage shall make arrangements through Management to reimburse the employee portion of the applicable employee benefit premiums.

11. Employees on LTD shall have the following options:

- a. Continue their coverage in the Chamber of Commerce Benefit Plan by making arrangements through Management to reimburse the library for the employee and the employer portions of the applicable benefit premiums, or
- b. Be temporarily terminated from the Chamber of Commerce Benefit Plan until their return to work.

12. If SL exceeds three (3) days of consecutive scheduled shifts or the illness requires admission to a medical facility for other than routine out-patient treatment, a licensed medical practitioner's certificate may be required, and a certificate certifying fitness to return to work before the employee will be allowed to return to work.

13. A licensed medical practitioner's certificate will also be required before returning to work after any incident or repeated incident that reflects on the physical or mental ability of an employee to perform their duties.

14. Submit **Form 2.5.8 Sick Leave.**

2.5.9 LEAVE WITHOUT APPROVAL / MISUSE OF LEAVE

1. Any leave taken without Management approval, or any leave utilized for purposes other than for which the leave was granted shall result in corrective and/or disciplinary actions up to and including termination of employment.
2. An employee shall be considered to have abandoned their position if they do not return from a leave of absence on the agreed upon date without communicating delays to Management.
3. An employee who feels they have been improperly terminated can file an Employment Standards complaint.

2.6 BENEFITS / PENSION PLAN

- a. The Library Board deems it important to provide a balanced benefit program to eligible staff.
- b. All employees are subject to the mandatory deductions required through government legislation or court order.
- c. The Library Board offers participation in the Chamber of Commerce Group Insurance Plan, the LAPP (Local Authorities Pension Plan) and a library Flexible Spending Plan.

2.6.1 CHAMBER OF COMMERCE BENEFIT PLAN

1. Staff eligibility criteria:
 - a. must be a permanent employee.
 - b. must work a minimum of twenty (20) hours per week.

- c. must have completed the three (3) months probation period.
- 2. An employee has the right to opt out of joining the benefit plan when they become eligible.
- 3. Benefits currently available through the plan are:
 - Life insurance + Accidental Death & Dismemberment
 - Weekly Indemnity
 - Long Term Disability
 - Dependent Insurance
 - Health Insurance
 - Dental Insurance
- 4. Premiums:
 - Premiums shall be 50% employer paid and 50% employee paid, subject to the exceptions listed in 2.5.6.6 (Unpaid Job Protected Leave) and 2.5.8.11.a (Sick Leave).

Management will review benefits details with employee upon employee joining plan.

2.6.2 CHAMBER OF COMMERCE GROUP REGISTERED RETIREMENT SAVINGS PLAN

- 1. Staff eligibility criteria:
 - a. must be a permanent employee.
 - b. must work a minimum of twenty (20) hours per week.
 - c. must have completed the three (3) months probation period.
- 2. An employee has the right to opt out of joining the group RRSP plan when they become eligible.
- 3. Contributions:
 - Employer will match employee contribution to a maximum of \$50 per month, or as negotiated in contract.

2.6.3 MORINVILLE PUBLIC LIBRARY FLEXIBLE SPENDING PLAN (FSP)

- 1. Staff eligibility criteria:
 - a. must be a permanent employee.
 - b. must work a minimum of thirty hours per week.
 - c. must have completed the three-month probation period.

2. An employee has the right to opt out of joining the FSP when they become eligible.

3. Allocation:

The FSP amount is \$500 per year.

- a. Funds reimbursement for the FSP is subject to Canada Revenue Agency (CRA) guidelines and will be considered a taxable benefit to the employee.
- b. Any unused portion of the account may be carried forward up to one (1) calendar year after which it will be forfeited.
- c. Any employee who leaves their employment with the Morinville Community Library will forfeit all monies left in the account.

4. Claims:

- a. Claims must be accompanied by an official original receipt detailing an item or service purchased and showing the amount paid out.
- b. Claims will be paid to the employee within thirty (30) working days from submission of the paperwork.

5. Categories eligibility:

Categories eligible under the FSP are listed in **Form 2.6.3 Flexible Spending Plan Claim Form.**

2.6.4 LOCAL AUTHORITIES PENSION PLAN (LAPP)

1. Staff eligibility criteria:

- a. must be a permanent employee.
- b. must work a minimum of thirty (30) hours per week.
- c. must have completed the three (3) months probation period.
- d. cannot opt out of joining the pension plan.
- e. cannot be enrolled in the group RRSP.
- f. Should an employee have a reduction of hours to less than thirty (30) hours per week due to temporary measures, the employee shall remain an active member of the plan.
- g. Should an employee have a permanent reduction of hours to less than thirty (30) hours per week, the employee will be terminated from the LAPP plan.
- h. Should an employee be placed on temporary layoff, they shall remain an active member of the plan and be reported to LAPP as a Leave Without Salary (LWOS).
- i. An employee on Leave Without Salary remains an active member of the plan.

2. Pension contributions shall be based on:

- a. basic salary or wages.

- b. payments such as sick pay, bereavement pay, medical appointment for employee and family pay.
- 3. Long Term Disability earnings:
 - a. An employee on LTD is remunerated by the insurance provider and shall be reported to LAPP as a Leave Without Salary (LWOS).
 - b. An employee on LTD who receives partial pay from the Morinville Community Library shall be reported to LAPP as Leave With Partial Salary (LWPS).
- 4. Contributions:
 - a. Contributions will be directly applied to earnings by payroll and will be reflected on the pay stubs.
 - b. Pension plan details shall be made available upon request.

2.7 STAFF TRAINING AND DEVELOPMENT

1. The Library Board recognizes the importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance, and innovation. The library supports learning and development of its staff with levels of financial support which vary depending on budget constraints.
2. Budgeted financial assistance for staff training and professional development approved by the Library Director is available as follows:
 - a. In house training shall be remunerated at the same hourly wage staff currently receives.
 - b. Bursary requests for financial assistance shall be done by completion of **Form 2.7 Bursary Tuition Reimbursement Request Form**.
 - c. For out of house training, financial assistance is available as per **Policy 2.7.1 Transportation and Subsistence**.
3. The proper and adequate orientation of a new employee shall be the responsibility of Management.
4. PROFESSIONAL DEVELOPMENT DAY:

Once a year, \$800 will be budgeted to hold an all-staff Professional Development Day and the library will be closed for the day.

2.7.1 STAFF TRANSPORTATION, SUBSISTENCE & PER DIEM

1. Staff members when on pre-approved library business not part of regular work duties such as a library representative, or attending Professional Development shall be reimbursed at the following rates:
 - a. Meal expenses without receipts shall be paid to a maximum of:
 - \$15.00 for morning meal

- \$20.00 for mid-day meal
- \$25.00 for evening meal

No alcohol expenses shall be reimbursed by the library. Reasonable meal expenses with receipts shall be reimbursed after consideration from the Library Director or Board.

- b. Verified mileage allowance shall be paid as per Town of Morinville ongoing rate.
 - c. Incidental Expense: \$25.00 per day – receipts required.
 - d. Standard accommodation rate for library approved lodgings.
2. Per Diem shall be paid to compensate staff members on hourly wages training and development activities approved by Management taking place outside the Town of Morinville. The Per Diem shall include travel time to the said training or professional development activity.
 - a. Per Diem rates for Staff members:
 - Sessions less than 2 hours \$40.00
 - Half day (less than 4 hours) \$100.00
 - Full day (4+ hours) \$150.00 (including travel time)
 3. For duties representing the library outside the organization, regular compensation shall be applied.
 4. Whenever travel arrangements are being made, the most economic and practical mode of transportation and accommodation shall be sought.
 5. Eligibility for reimbursement is conditional on expenses not having been already covered or eligible for reimbursement through other claims and organizations.
 6. Employees shall submit **Form 2.7.1 Staff Transportation, Subsistence & Per Diem**

2.7.2 MEMBERSHIP AND PROFESSIONAL FEES

1. Membership in work related organizations that provide a benefit to the library may be approved by the Library Director and/or Library Board.
2. Membership fees for an approved organization shall be paid by the library within budgetary limits.

2.7.3 STAFF HONORARIA

Staff may accept fees and honoraria when asked to teach, speak, write, advise, sit on boards, or consult as part of their duties, and may keep all fees and honoraria therefrom.

2.8 RECOGNITION and INCENTIVES

2.8.1 SERVICE RECOGNITION

During the budget deliberations, the Board will plan for any recognition that will be taking place during the following year.

1. Permanent staff with continuous service shall be recognized by the Library Board on the following anniversary dates:
 - 5 years of service - monetary value of \$50
 - 10 years of service - monetary value of \$100
 - 15 years of service - monetary value of \$250
 - 20 years of service - monetary value of \$500
 - 25 years of service - monetary value of \$1000
 - 30 years of service - monetary value of \$1500
2. The recognition shall be presented at a mutually agreed upon date by staff, and Board.
3. Service shall be determined by the calendar year that the staff member first assumed a permanent position. Any breaks of service shall be dealt with on an individual basis.

2.8.2 STAFF RECOGNITION

1. The Staff Recognition and Incentive Program highlights outstanding work or actions taken by staff. It also encourages all staff members to participate in the following library activities:
 - a. Programming
 - b. Displays
 - c. Special Events
2. MONTHLY RECOGNITION: \$300

Staff can recognize coworkers/Management for a job well done or for something done that goes beyond expectations by filling out a Staff Recognition ballot.

At the end of the month, all the ballots are entered in a draw for a \$25 gift card.
3. QUARTERLY RECOGNITION: \$400

Staff can nominate coworkers/Management for an outstanding job done in modeling leadership, taking initiative, or showing excellence. This is done by completing a form and submitting to the library Management.

At the end of each quarter, the forms are reviewed and one recipient is selected to receive a \$100 gift card.

- a. When library Management is nominated for a quarterly recognition, the forms will be reviewed, and the selection made by the Library Board executive.
- b. When no members of library Management have been nominated, the forms will be reviewed, and the selection made by library Management.

4. RECOGNITION EVENT:

At the end of each year the Board will organize an event to acknowledge the staff recognition and distribute any bonuses that have been decided on within budgetary constraints.

- a. To recognize long-service awards.
- b. To provide and promote a common-goal learning opportunity.
- c. To acknowledge the monthly/quarterly nominated staff.

2.9 **EMPLOYMENT REQUIREMENTS**

2.9.1 **STAFF DRESS CODE**

1. Guidelines: Staff are expected to project a positive and professional image to our patrons and coworkers. Dress and grooming should communicate approachability and respect for our patrons. To foster public confidence, staff are expected to wear clean and well-maintained attire, appropriate for the work being done and the library environment as deemed by Management. Some examples of attire that is not acceptable can be found in **Form 2.9.1 Dress Code Guidelines**. Coloured denim is acceptable as long as the requirements of this policy are met.
2. Personal Grooming and Use of Fragrance:
 - a. Fragrances: should be used in moderation as some staff and patrons are allergic or sensitive to the ingredients in fragrance.
 - b. Piercings, Tattoos, Body Modifications: In the spirit of professionalism, tattoos that could be offensive to others should be covered so as to not be visible. Body piercings should not present a safety hazard at the workplace and should not be excessive if on an exposed part of the body such as face or head.
 - c. Make-up and Jewelry: Should be workplace appropriate and reflect professional appearance.
3. Headphones/Earbuds/Earplugs:
 - a. Should not be worn in areas where patrons are present. Safety dictates that staff should be aware of their surroundings and be able to respond if called by a coworker.
 - b. However, they can provide the ability to concentrate on tasks that require a lot of focus and may be used for that purpose except at the circulation desk area where

patron service is the priority. Use of headphones, earbuds and earplugs must be limited to those times when one really needs to focus. Staff are asked to remember that wearing headphones, earbuds or earplugs tells their coworkers that they do not want to be approached or interrupted.

4. Footwear: Staff are required to wear footwear that is safe and appropriate for their duties. Staff who perform duties such as paging, shipping/receiving, and driving are required to wear closed toe shoes to properly support and protect the foot and prevent injuries.
5. Casual Fridays: On Fridays employee who participate in the food bank collection may wear attire made of blue denim such as jeans, skirts, and jackets. This attire must still be workplace appropriate and be clean and well-maintained and respect the restrictions listed in Appendix 2A.
6. Theme-Days/Casual Days: The Director shall use their discretion in relaxing the dress code where conditions support relaxation.
7. Concerns/Complaints: Staff who feel inappropriate dress and personal hygiene is present in their workplace, should address their concerns with the Director.
8. Staff Identification: Staff shall always wear name tags during time of business within or outside the library.
9. Breach of Dress Code: Management has the authority to determine whether attire, personal grooming, and use of fragrance is appropriate for the workplace and the duties being performed. A staff member who arrives at the workplace without appropriate clothing and footwear or who does not meet the dress code standards that have been outlined shall be reminded of the provisions of the Dress Code Policy by Management. Non-compliance may result in the staff member being sent home on unpaid time to change into appropriate clothing.

2.9.2 HOURS OF WORK

The Town of Morinville Library Board values a healthy work/life balance for all library employees.

1. The hours of the library staff will be set to meet the needs of the people of the community with consideration given to meeting the needs of the staff.
2. Management staff shall work a minimum of thirty-five (35) hours per week and such other hours that are reasonably necessary to fulfill the requirements of their position.
3. The hours of all other positions may vary.
4. Breaks are per Alberta Employment Standards, with schedules set by the Library Director.
5. Schedules will be posted in advance of workdays as per Library procedures. It is the responsibility of the employees to be aware of when they are expected to work.

2.9.3 HOURLY EMPLOYEE OVERTIME

1. No overtime shall be worked by employees on hourly wage without prior authorization from the Library Director.
2. As such every effort will be made to keep any overtime worked to a minimum, with a maximum of one point five (1.5) hours per pay period.

2.9.4 SALARIED EMPLOYEE OVERTIME

1. Any salaried employee not part of Management falls under this policy.
2. No overtime in excess of a typical work week shall be worked by salaried employees without prior authorization from the Library Director.
3. Overtime worked shall be defined by Alberta Minimum Standards and shall be paid out. All other overtime shall be banked as flex time to a maximum of one work week for that employee.
4. **(Form 2.9.4 Flextime)** to be used to bank flextime.
5. Flex time banked shall be taken as time off in lieu prior to taking annual leave.
6. One week of flex time banked may be carried over to be used the following year. Any amount exceeded will be paid at regular rate.

2.9.5 MANAGEMENT OVERTIME

1. A work week typically consists of thirty-five (35) hours for the Director and Assistant Director.
2. Time worked in excess of a typical work week is deemed overtime and shall be avoided unless necessary.
3. In circumstances of necessary overtime, it shall be banked (**Form 2.9.4 Flextime**) to be used as flex time. Banked time shall not exceed the equivalent of one work week.
4. Banked flex time must be taken prior to taking annual leave.
5. One (1) week of flex time may be carried over to be used the following year.
6. Any overtime exceeding one week requires approval from the Town of Morinville Library Board.

2.10 HEALTH & SAFETY

1. The Library Board wishes to promote a safe work environment for staff, in keeping with Policy #9 Occupational Health & Safety.
2. All injuries sustained while working will be reported immediately to Management and documented with **Form 2.10 Notice of Injury**.
3. Staff on Workers Compensation will be paid directly by the Workers Compensation Board and be temporarily taken off the payroll system.
4. For the staff protection, there will be no unauthorized entry to the library outside of the library's hours of operation. Staff will request access to the library during closed hours by presenting to the Management the reason why access is needed. Authorized staffs working in the building during off hours are responsible for maintaining the security of the building during their stay and for leaving the building secure.

Procedure: Any staff entering the library during off hours shall contact Management upon entering and exiting the building.

5. Shift scheduling shall have at least two (2) employees working during public hours.

2.11 STAFF ETHICS & RELATIONS WITH THE PUBLIC

The Morinville Community Library aims to always treat staff members and patrons courteously. We take seriously any discriminatory, threatening, abusive or violent behavior against coworkers or patrons. These actions will not be tolerated.

1. Staff members are expected to regard one another as valued colleagues and always treat each member of the library community with respect.
2. The role of the staff shall be that of resource persons, aides, and guides in the provision of public library services and programs, and goodwill representatives of the library.
3. Any staff in contravention of this policy will be dealt with by referencing 2.15.4b Discipline & Termination.
4. Conflicts of Interest/Nepotism:
 - a. Staff are required to support and advance the interests of the library and avoid placing themselves in situations where their personal interests conflict or are perceived to conflict with the interests of the library.
 - b. A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's judgement in acting in the best interest of the Morinville Community Library. A conflict may occur when an interest benefits any member of the employee's family, friends, or business associates.
 - c. Accepting Individual Fees or Gifts: Staff may not accept individual gifts, gratuities, or consideration, for doing work that the library pays them to do. The exceptions to this are "teachers' gifts", promotional gifts or those of nominal value as deemed appropriate by the Director.
 - d. Requirement to Report Conflict of Interest: If Staff or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as library employees, they must report this conflict to Management in writing.
 - e. Reporting a Conflict of Interest: an employee's written reports of a conflict of interest submitted to Management will be placed on file by Management.
 - f. Failure to Comply with the Policy: Staff who fail to comply with this policy are subject to disciplinary action up to and including dismissal.

2.12 TELEPHONE/CELLULAR PHONES/COMPUTER & SOCIAL MEDIA USE

The Library Board understands it may be occasionally necessary to conduct personal business during office hours.

1. Employees shall limit their personal use of the telephone, cellular phone, and computer to their break time.
2. Personal computer use (such as homework, school websites, school email, personal email, etc.) and personal social media use (such as Facebook, Twitter, Instagram, etc.) is permitted at break time on the public computers or personal devices only.
3. Telephone or cellular phone use including texting is permitted for emergencies at Management's discretion.

4. Cell phones must be set to vibrate, and calls answered in a manner that is not disruptive to the workflow and service of customers. Management must be advised if an employee expects an increase of call usage due to an emergency.
5. Because telephone and e-mail systems are provided by the library at its expense for business use, all messages sent by or received on those systems are library documents.
6. The Library Board/FOIP Commission has the right to access and to disclose the messages that you send or receive via voice mail or communication tools used for work purposes.
7. Employees should be aware that “deleted” messages from the computer screen may not actually be deleted from the e-mail system.
8. No application or program may be downloaded/installed on library computers or devices without Management/IT authorization.
9. Staff authorized by Management may access the library’s social media during hours of operation.

Employees who abuse this policy are subject to disciplinary procedures up to and including termination.

2.13 CONFIDENTIALITY and OWNERSHIP OF INFORMATION

1. Any information related to the library employees, volunteers, patrons, processes, programs and services, are considered proprietary information.
2. Unless otherwise authorized by Management, staff/volunteer is required to
 - a. keep all material and information strictly confidential;
 - b. use the library material and information only for the benefit of the Morinville Community Library;
 - c. continue to observe any confidentiality or work product ownership provisions in any agreement the staff member may have with any other employer.
3. At the time of termination of employment, the staff member must promptly return to the library all copies of the library’s material and information in their possession, custody or control, and destroy any copies that are not capable of being returned.
4. Staff/volunteers will be required to formally acknowledge and agree that the library is the sole and exclusive owner of any product, material, or information resulting from the work performed for the Morinville Community Library. **Form 2.13.4 Confidentiality and Ownership of Information** shall be used for this purpose.
5. Violations of this policy could result in disciplinary action up to and including immediate termination of employment. Violation of this policy after termination with the Morinville Community Library could result in litigation.

2.14 RESIGNATION and/or RETIREMENT

All staff is required to give at least two weeks’ notice in writing to the Library Director of intent to resign or retire.

2.15 EVALUATION, CONDUCT and DISCIPLINARY ACTION

2.15.1 PERFORMANCE EVALUATION SYSTEM

1. All staff shall participate in the performance evaluation.
2. All staff shall be evaluated yearly and results discussed with the employee.
3. Mutual agreement of the standards of performance and expected results shall be filed in the official personnel file household in the library.
4. Upon request to the Director, all staff may access their personnel files.
5. The performance evaluation for the Library Director will be done by the Board HR Committee annually by measuring accomplishments against original goals and shall continually monitor performance to ensure those goals and objectives are being met using **Form 2.15.1 Evaluation Form for Director.**
6. Evaluation results will determine if any of the following actions will be required:
 - Incentives
 - Coaching and or Training
 - Discipline or Termination

2.15.2 ABSENTEEISM OR LATENESS

1. An employee who is absent from duty without prior authorization shall communicate the reason for their absence to Management within two (2) hours of commencement of their shift.
2. An employee who is absent from duty without authorization may not receive remuneration for the absence and will receive the following disciplinary action unless otherwise directed by the Library Director:
 - a. First unauthorized absence – recorded verbal warning.
 - b. Second unauthorized absence – official written warning.
 - c. Third unauthorized absence – 1, 3 or 5 shift suspensions without pay.
 - d. Fourth unauthorized absence – Termination.
3. Upon return to work a leave form shall be completed by the employee and submitted to Management for written approval.
4. When an employee is late arriving at work, they shall report such lateness to Management and by adding a note on the scheduling application.
5. Pay will be based on hours reported on the scheduling application.
6. The employee will be considered to be late if not ready to work at the start of shift as per the schedule.

2.15.3 SUBSTANCE ABUSE

1. A staff member who feels they have a substance abuse/misuse problem is encouraged to discuss the problem with Management without fear of reprisal.

2. Any staff member, whose performance is being adversely affected by being under the influence of alcohol or drugs, shall be taken home without pay for the balance of the day. The circumstances shall be reviewed the following working day.
3. Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs, cannabis, and alcohol on library premises, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution. The **Forms 2.15.4a Record of Conversation, 2.15.4b Counselling Discussion Plan, and 2.15.4c Discipline and Termination** shall be used to document actions taken.

2.15.4 DISCIPLINE AND TERMINATION

1. The Library Director has the full authority to provide performance assistance, discipline, or after discussion with Board Chair, dismiss any member of staff for just cause.
2. Progressive discipline, with the aim of being corrective, shall be performed using **Forms 2.15.4a Record of Conversation, 2.15.4b Counselling Discussion Plan, and 2.15.4c Discipline and Termination.**
3. Extreme cases such as, but not limited to, theft, willful contravention of health and safety procedures, or damage to the library's reputation or misrepresentation of the library may be cause for dismissal for just cause without progressive discipline.
4. Disciplinary documentation shall be placed in the office personnel file and immediately copied to the staff member.
5. Terminations shall be administered in accordance with established procedures, by-laws, and/or government legislation.
6. Volunteers shall be disciplined and terminated in the same manner as staff, as per **Policy 2.4.5 Volunteers.**

2.16 EMPLOYEE COMPLAINT AND GRIEVANCES

2.16.1 HARASSMENT

The Library Board has zero tolerance for any behaviour in the workplace that is unwelcome by any staff member and follows labour standards and human rights legislation.

HARASSMENT: Any unwelcome behaviour such as, but not limited to, belittling, demeaning, or bullying, which directly or indirectly adversely affects, or threatens to affect, a person's wellbeing or safety, or a person's job security, prospects of promotions or earnings, working conditions or opportunity to secure a position.

1. Any employee who believes they are in receipt of unwelcome behaviour will address the individual presenting the said behavior, if it is safe to do so. If resolution is not obtained the employee will inform Management who will begin an investigation.

2. Should the investigation reveal evidence to support the complaint of harassment, the harasser will be disciplined according to *2.15 Discipline and Termination* and may include termination of employment.
3. Complaints made in bad faith will be dealt with through *Policy 2.15 Discipline and Termination*.
4. If the staff member feels all of the above steps have not resolved the problem, they may contact the Library Board and provide the Board with a copy of the documentation.
5. If the unwelcome behaviour comes from Management, the complainant shall send documentation to the Library Board via email.
6. **Form 2.16.1 Harassment Complaint** shall be used to file a complaint.

2.16.2 STAFF GRIEVANCE

The Library Board aims to provide a fair process to settle grievances promptly once the written grievance has been received.

GRIEVANCE: A grievance is a formal employee complaint that is an accusation of a violation of employee contract terms, Town of Morinville Library Board policies, or legislation.

PROCEDURE:

1. A grievance will be initiated with the Director within fourteen (14) calendar days from the day the incident comes to the attention of the employee. If Management is the subject of the grievance, the employee may send documentation to the Library Board Chair via email.
2. The employee will contact the Director in writing for resolution of the grievance and must include a statement of the following:
 - a. the name(s) of the aggrieved.
 - b. the nature of the grievance and the circumstances out of which it arose.
 - c. the remedy or correction the employer is asked to make.
3. Upon receipt of a written grievance, the Director will respond in writing to the employee within fourteen (14) calendar days.
4. If the employee is not satisfied with the response from the Director, the employee may appeal directly to the Board in writing within fourteen (14) calendar days of the Director's response for resolution of the grievance.
5. The Board will review the grievance at the next regular Board meeting or sooner if necessary. The Board will respond in writing to the employee and the Library Director within sixty (60) calendar days.
6. If the grievance remains unresolved, the employee may file a complaint with the Alberta Human Rights Commission or Alberta Employment Standards. The decision of the Alberta Human Rights Commission or Alberta Employment Standards will be considered final.
7. The time limits set out for the processing of grievances shall be adhered to except in the case of mutual agreement, in writing, to alter the time limits.

- a. Failure of the grievor to act within the prescribed time limits shall cause the grievance to end.
- b. Failure of the Board or Management to act within the prescribed time limits shall permit advancement.

8. **Form 2.16.2 Grievance** shall be used to file a grievance.

2.16.3 Disclosure of Wrongdoing (Whistleblowing)

This section does not pertain to situations that belong under 2.16.2 Staff Grievance. It pertains to disclosure of organizational behaviour that is corrupt or illegal.

Morinville Community Library recognizes that whistleblowers are people who act in 'good faith' and feel obligated to report wrongdoings.

1. If a staff alleges wrongdoing on the part of the library or its Board members, employees, agents, or contractors they should report this in writing directly by following the chain of command: Director, Board Chair, or the Town of Morinville Mayor, as deemed appropriate for the situation and the individuals involved in the wrongdoing.
2. The confidentiality of the whistleblower will be respected, and it will be considered a serious offense to breach information.
3. Reprisals/Victimization against the whistleblower is not tolerated and may result in disciplinary actions up to and including termination.
4. If staff (whistleblower) has been found to have maliciously made a false accusation, they will be subject to disciplinary measures up to and including termination.

APPROVED BY BOARD

REVIEW Date: _____

Board Chair Signature

Date

ACKNOWLEDGMENT

I have read, understand, and agree to the terms of the Morinville Community Library Personnel Policy.

Name: _____

Signature: _____ Date: _____

Witness Name: _____

Signature: _____ Date: _____

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FORM 2.3.2 MEETING MINUTES REVIEW

Staff Name: _____

Date of missed staff meeting: _____

Reason for absence:

Date minutes were reviewed: _____

Statement of understanding:

I _____ have read the minutes for the staff meeting that was held on the date indicated above and have understood all the information therein.

I acknowledge that it is my responsibility to follow up within two weeks with any training or instructions that were given during said staff meeting so my job performance is not negatively impacted.

Staff Signature: _____ Date: _____

Management Signature: _____ Date: _____

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FORM 2.4.3 NOTICE TO EXTEND PROBATIONARY PERIOD

Staff Name: _____ Date: _____

Position: _____

Re: Notice of Probationary Period Extension

This letter is to notify you in writing of my intent to extend your probationary period for the following additional months:

- 1 month _____
- 2 months _____
- 3 months _____

The reason for the extension is:

The extension will provide you additional time to perform the full range of responsibilities and demonstrate your ability to meet outlined expectations more fully and consistently for this position.

With this extension, your probationary period is set to end on _____.

Sincerely,

Library Director

I, _____, have read the above notice and acknowledge all the contents therein.

Signature: _____ Date: _____

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FORM 2.4.5 VOLUNTEER APPLICATION

1. First and Last Name
2. Street Address
3. Town
4. Postal Code
5. Primary Phone Number
6. Secondary Phone Number
7. Email Address
8. Preferred Pronouns
9. Preferred Method of Contact
 - ☐ Email
 - ☐ Phone
 - ☐ Text
10. Are you between the ages of 12 and 15? If yes, you will need parental permission to volunteer.
 - ☐ Yes
 - ☐ No
11. List your hobbies, interests, and skills
12. During which hours are you available to volunteer? (Tick all that apply)
 - ☐ Weekday mornings
 - ☐ Weekday afternoons
 - ☐ Weekday evenings
 - ☐ Weekend mornings
 - ☐ Weekend afternoons
 - ☐ Weekend evenings

13. Which positions are you interested in applying for? (Tick all that apply)
- Special Events Programs
 - Friends of the Morinville Community Library (over 18 years only- please contact the library as there is an additional application form)
 - Morinville Library Board Member (please contact the library for an additional application form)
 - Teen Advisory Board (ages 13-19)
14. Why would you like to volunteer with the Morinville Community Library? *

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FORM 2.5.5 REQUEST FOR TIME OFF

Employee Name: _____

Year: _____

Start Date: _____ **End Date:** _____

Type of Leave being requested:

☐

Vacation

☐

Extended Leave Without Pay

☐

Family illness/medical appointment

☐

Employee Medical Appointment

☐

Paid Bereavement Leave

☐

Unpaid Bereavement Leave

☐

Banked Flextime: _____ **hrs**

☐

Other – Specify _____

Please include pertinent notes:

Employee signature

Management signature

Date

Date

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FORM 2.5.8 SICK LEAVE (SL)

Name of Employee _____

Year _____

Date(s) of Sick Leave: _____

Sick leave with pay will be granted to permanent employees on the following basis:

- Permanent full-time employees (35 hours per week) accumulate 1.5 hours per month paid sick time.
- Permanent part-time employees shall earn SL hours on a prorated basis according to the hours allocated in the budget for their position.
- Deductions are made from the employee's accumulated hours as SL is used.
- Unused SL hours will be accrued to a maximum balance of 90 standard working days / 630 hours.
- Unused SL hours shall not be paid out.

Employees who submit a false claim for sick leave may be disciplined for such action as per Policy 2.5.9.

If SL exceeds 3 days of consecutive scheduled shifts or the illness requires admission to a medical facility for other than routine out-patient treatment, a licensed medical practitioner's certificate may be required, and a certificate certifying fitness to return to work before the employee will be allowed to return to work.

Employee signature

Management signature

Date

Date

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FORM 2.6.3 FLEXIBLE SPENDING PLAN (FSP) CLAIM FORM

EMPLOYEE SECTION **Yearly Maximum (per calendar year): \$500.00

NAME: _____ DATE: _____

List Category (with details) for this claim

Amount of claim \$ _____

All original receipts attached ☐

Signature _____

MANAGEMENT SECTION

Unused portion carried from previous year \$ _____

Total amount available in current year
(Including unused portion from previous year) \$ _____

Amount of current claim \$ _____ Approved Y N

Total of previous claims this benefit year \$ _____

Balance remaining \$ _____

Date submitted to payroll _____

Management Signature _____

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2.6.3 FLEXIBLE SPENDING PLAN (FSP) CLAIM FORM

Categories eligible under the Flexible Spending Plan (FSP).

Health, Dental, and Vision expenses such as but not limited to the following:

- Any unpaid amounts for dental procedures not covered under core benefits and in accordance with the *Income Tax Act*.
- Any unpaid amounts for health procedures not covered under core benefits.
- Lifeline monitoring systems / medic alert bracelet/neck chain.
- Massage / Spa therapy.
- Physiotherapy / Chiropractor / Acupuncture / Holistic medicine.
- Eyeglasses / eye exams.

Care / Long term Care expenses such as, but not limited to, the following:

- Private childcare or daycare centers / Nanny;
- Child camps including day camps or overnight camps.
- Adult / Elder.
- Retirement homes/ Nursing home expenses, i.e.: laundry, hairdressing, etc.
- Meals on Wheels.

Fitness expenses such as, but not limited to, the following:

- Health / gym club membership.
- Classes, i.e.: yoga, Pilates, aerobics, Curves, Good Life, etc.;
- Fitness equipment, i.e.: treadmill, Bowflex, exercise bike, etc.
- Personal trainer / Self-defense courses.
- Wii fit or similar game system.
- Sport registration fees / team fees / passes.
- Dance lessons / Swimming lessons (including water aerobics classes).

Counselling / Education expenses such as, but not limited to, the following:

- Grief / Addiction counseling.
- Organized weight loss programs, i.e.: Jenny Craig, Weight Watchers, etc.
- Stress management / smoking cessation programs.
- Professional courses – Must be offered by authorized accreditation institution (U of A, NAIT, etc.);
- Professional books / Professional membership fees and dues.
- First Aid Courses.
- Travel costs (bus, air, train, car rental, etc.).

a. Financial expenses such as:

- RRSP / TFSA / RESP.

FORM 2.7 BURSARY TUITION REIMBURSEMENT REQUEST FORM

Eligibility:

1. To be eligible to apply for the bursary tuition reimbursement, an employee must:
 - be classified as a Permanent Employee (Temporary and Contract are not eligible)
 - have completed one (1) year of continuous service with Morinville Public Library
 - work regularly 20 hours or more per week.

Guidelines:

1. Bursary tuition reimbursement refers to formal credited courses that are offered through an accredited educational institution or recognized professional association in pursuit of a Library Certificate, Diploma, or Masters in Library Science.
2. Bursary availability and amount(s) will be announced to all staff within the first quarter of the year.
3. Application form covers eligible courses completed between November 1st of the previous year to October 30th of the current year.
4. Deadline to apply for the bursary is November 1st.
5. Decision for the recipient(s) of the bursary is made by November 30th by the Library Director.
6. Should applications compete for a bursary, the Library Director will determine a recipient based on the following criteria:
 - a. If one of the applicants was a previous bursary recipient, another applicant will be selected to receive the bursary.
 - b. Current performance of the applicants.
 - c. Seniority.
7. Reimbursement of tuition shall be processed before December 31st.

Process:

1. The application must:
 - a. be submitted with formal receipts of tuitions paid.
 - b. include a transcript of the grades received.

Repayment:

1. An employee that terminates employment must repay tuition reimbursements they received within the last 12 months.
2. The Morinville Public Library may recover funds by means of a payroll deduction from the employee's final pay if repayment was not already received.

FORM 2.7 BURSARY TUITION REIMBURSEMENT REQUEST FORM

Name: _____ Date: _____

Course Description and Name:

Name of Educational Institution:

Course Completion Date: _____

Benefit of Training to the Library:

Tuition Fee: \$ _____

Receipt attached ☐

Transcript attached ☐

Applicant Signature _____

Financial Assistance approved:

☐ Yes - in the amount of \$ _____

☐ No - Reason of rejection:

Management Signature _____ Date of review _____

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FORM 2.7.1 STAFF TRANSPORTATION, SUBSISTENCE & PER DIEM CLAIM FORM

Name: _____ Date: _____																	
Meal Allowance: \$60/day <ul style="list-style-type: none">Breakfast: \$15.00/dayLunch: \$20.00/dayDinner: \$25.00/dayReimbursement for alcohol is not eligible Mileage Allowance: \$0.59/km Incidental Expenses: \$25/day - receipts must be included																	
<table style="width: 100%;"><tr><td style="width: 50%;">DATE: _____</td><td style="width: 50%;">Location: _____</td></tr><tr><td>Meeting or Event: _____</td><td></td></tr><tr><td>Duration: _____</td><td></td></tr><tr><td>Registration Costs: _____</td><td></td></tr><tr><td>Lodging Costs: _____</td><td>Total Expense: _____</td></tr><tr><td>Total Meals Claimed: _____</td><td></td></tr><tr><td>Incidental Expenses: _____</td><td></td></tr><tr><td>Mileage Traveled (km): _____</td><td></td></tr></table>		DATE: _____	Location: _____	Meeting or Event: _____		Duration: _____		Registration Costs: _____		Lodging Costs: _____	Total Expense: _____	Total Meals Claimed: _____		Incidental Expenses: _____		Mileage Traveled (km): _____	
DATE: _____	Location: _____																
Meeting or Event: _____																	
Duration: _____																	
Registration Costs: _____																	
Lodging Costs: _____	Total Expense: _____																
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Mileage Traveled (km) _____																	
Total Claim: _____																	
<table style="width: 100%;"><tr><td style="width: 50%;">Claimant's Signature: _____</td><td style="width: 50%;">Management: _____</td></tr><tr><td></td><td>Date: _____</td></tr></table>		Claimant's Signature: _____	Management: _____		Date: _____												
Claimant's Signature: _____	Management: _____																
	Date: _____																

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FORM 2.7.1 STAFF TRANSPORTATION, SUBSISTENCE & PER DIEM CLAIM FORM

Name: _____ Date: _____	
Per Diem Rates (for training and development taking place outside Morinville, and including travel time): <ul style="list-style-type: none">• Sessions less than 2 hours \$40.00• Half day (less than 4 hours) \$100.00• Full day (4 + hours) \$150.00	
<div style="display: flex; justify-content: space-between;"><div>Date: _____</div><div>Activity Name: _____</div></div> <div style="display: flex; justify-content: space-between;"><div>Duration: _____</div><div>Location: _____</div><div>Total Per Diem: _____</div></div>	
<div style="display: flex; justify-content: space-between;"><div>Date: _____</div><div>Activity Name: _____</div></div> <div style="display: flex; justify-content: space-between;"><div>Duration: _____</div><div>Location: _____</div><div>Total Per Diem: _____</div></div>	
Total Claim: _____	
<div style="display: flex; justify-content: space-between;"><div>Claimant's Signature: _____</div><div>Management: _____</div></div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;">Date: _____</div>	

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FORM 2.9.1 DRESS CODE GUIDELINES

Some examples of attire that is not acceptable (notwithstanding the exceptions noted) in the workplace are:

- Clothing and footwear that looks sloppy or is dirty, stained, excessively worn, torn, or frayed.
- Clothing more suitable for the beach, nightclubs, sports, exercise, or yard work. This includes yoga wear and athletic wear (e.g., sweatshirts/hooded sweatshirts, track pants or athletic shorts/tank tops/muscle shirts, etc.).
- Clothing that displays political slogan, words, logos, or images that may be offensive to our customers or to other employees. T-shirts with graphics are acceptable; however, staff are asked to be mindful of the meaning and size of any graphics to ensure that they are in alignment with the Policy Guidelines.
- Clothing that is too revealing, including attire that exposes underwear, stomach or too much back, chest or legs.
- Leggings (unless worn with a dress, skirt, or long sweater/tunic).
- Hats/head covers unless worn for safety reasons, religious purposes, to honour a cultural tradition, and/or as part of a workplace medical accommodation. Those working outdoors are permitted to wear a cap, hats, or toques for sun protection and/or warmth.
- Boots clearly intended for outdoor use in the winter (unless the employee works outside), flip flops, and rubberized or plastic slide-on sandals/clog-type shoes.

FORM 2.9.4 FLEXTIME

Employee Name: _____

Year: _____

Pay Period From _____ **to** _____

Amount of Flexitime Banked (in hours): _____

Notes:

Employee Signature

Management Signature

Date

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FORM 2.10 Notice of Work Injury

Name of injured person: _____

Date of injury: _____

Time the injury occurred: _____

Cause of injury:

What were you doing at the time of Injury?

What was injured? Please note left or right if applicable.

Did you report the accident immediately? _____ To whom? _____
If not, what was your reason?

Have you seen or do you plan to see a doctor? _____

(If you miss work due to an accident, you must see a doctor on the first day you miss work and provide medical updates until you return to work. You must provide a doctor's note upon returning to work stating limitations or return to full duties.)

Witness name: _____ Phone #: _____

Signature of Management: _____ Date: _____

Signature of injured worker: _____ Date: _____

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FORM 2.13.4 CONFIDENTIALITY AND OWNERSHIP OF INFORMATION

Employee/Volunteer Name: _____

Date: _____

I acknowledge that I have read, and I understand policy **2.13 Confidentiality and Ownership of Information**, and that I have asked Management for clarifications if necessary. ____ (initial)

I agree that unless I have been given permission by Management, I will keep confidential all material and information. ____ (initial)

I will use the library material and information only for the benefit of the Morinville Public Library.

I agree that I will continue to observe any confidentiality or work product ownership provisions in any agreement I may have with any other employer. ____ (initial)

I agree to return any material or information in my possession to the library at the time of my termination of employment/volunteering and to destroy what I cannot return. ____ (initial)

I agree that the library is the sole and exclusive owner of any product, material, or information resulting from the work I performed for the Morinville Public Library. ____ (initial)

I understand that violating this policy could result in disciplinary action up to and including immediate termination of employment, and that violating this policy after termination with the Morinville Public Library could result in litigation. ____ (initial)

Employee Signature

Management Signature

Date

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FORM 2.15.1 EVALUATION FORM FOR DIRECTOR

MORINVILLE PUBLIC LIBRARY – LIBRARY DIRECTOR

To achieve better working relations, better communications, and increased effectiveness and productivity of the Library Director and the Library as a whole, you are asked to complete this confidential survey regarding the performance of the Morinville Public Library Director. Your open and frank completion of this survey will greatly assist the Chair and Vice Chair of the Library Board of Trustees to deliver a candid and constructive annual evaluation of the Library Director, resulting in a better knowledge of the development needs of that position and determine organizational priorities through increased Board contribution.

All completed performance reviews are to be sealed in the envelope provided and placed in the folder for the Chair of the Board of Trustees of the Morinville Public Library.

We thank you for your participation in this process by providing your valued input.

POSITION RESPONSIBILITIES

1. Demonstrates a thorough knowledge of the Alberta Libraries Act and its Regulations, library principles, methods and procedure and carries out responsibilities consistently and dependably.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

2. Demonstrates the ability to develop and implement library programs to meet the community's diverse needs while establishing and maintaining public confidence in the library services and programs.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

3. Prepares and analyses budgets and financial reports and consistently provides comprehensive reports on the library activities, including suggestions for improvement of services and achieving library goals.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

4. Develops and maintains effective communication with the library community and other organizations and actively promotes the library and its services through representation at community functions, meetings, etc.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

5. Provides a high standard of administrative support to the Board of Trustees, including assisting the Chair in preparation of minutes, agendas, information packages, correspondence, and reports.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

INTERPERSONAL SKILLS

1. Establishes and maintains effective working relationships with other organizations, the Board, staff members, members of the public, and other library and municipal communities.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

2. Gives and receives suggestions in a positive manner and listens effectively while communicating openly, clearly, and concisely.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

3. Contributes to a positive work environment by understanding each employee's need for development and providing cross-training and job rotations.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

4. Displays flexibility in adapting to evolving conditions and reacts to changing needs effectively.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

5. Executes policy and procedural changes in a positive manner through leadership in implementation and adherence to policy and regulations.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

LEADERSHIP/SUPERVISORY

1. Anticipates and resolves conflicts while offering and soliciting ideas and suggestions for improvements.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

2. Recognizes employee contributions and ideas and involves employees in the decision-making process.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments 			

3. Sets and maintains work schedules, job descriptions and evaluations of staff members, including plans for ongoing staff development.

Strongly Disagree	Disagree	Agree	Strongly Agree
Comments			

SUMMARY

Please rate your overall perception of the performance of your Library Manager during this assessment period.

Needs Improvement	Satisfactory	Excellent
Comments		

We welcome your comments and suggestions. Your contribution will enable your Library Director and the Board of Trustees to continue to improve the work environment within the library and increase our contribution to the Town of Morinville and the patrons of its Public Library.

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Staff Name: _____ Date: _____

[illegible]

I, _____, have read the above record and agree that all the contents therein are accurate and factual.

Signature: _____ Date: _____

Morinville Community Library Policy and Procedures Manual

FORM 2.15.4b COUNSELLING DISCUSSION PLAN

Staff Name: _____ Date: _____

1. Describe the behaviour that caused the need for this disciplinary action.

2. Describe the outcome or result of this behaviour. (How is productivity affected; work impacted; employees affected or inconvenienced; cost impacted because of the behaviour, etc.)

3. Describe the desired behaviour.

4. Employee Statement (Describe any assistance needed to improve.)

5. We agree to review the plan and assess progress on this date: _____

Staff Signature: _____ Date: _____

Management Signature: _____ Date: _____

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FORM 2.15.4c - DISCIPLINE & TERMINATION

Staff Name: _____ Date: _____

Reason for Disciplinary Action: (Check all that apply.)

___ Quality ___ Safety ___ Conduct ___ Attendance ___ Tardiness

___ Insubordination ___ Housekeeping ___ Miscellaneous ___ Substance Abuse

You are receiving this disciplinary warning due to the following actions. (Describe in detail in behavioural terms.)

Unless this problem is corrected, further disciplinary action will be taken up to and including the termination of your employment.

___ Documented Verbal Warning

___ Written Warning

___ 1-Shift Suspension Without Pay

___ 3-Shift Suspension Without Pay

___ 5-Shift Suspension Without Pay

___ Employment Termination

I _____ have received this disciplinary action and understand that unless this problem is corrected further disciplinary action will be taken, up to and including the termination of my employment.

I will meet with Management to review progress on this date: _____

Employee's Signature: _____ Date: _____

Management Signature: _____ Date: _____

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FORM 2.16.1 HARASSMENT COMPLAINT FORM

1. Name of complainant:

2. Person(s) suspected of harassment (respondent):

3. Nature of the allegations:

4. Date(s), time(s) and place(s) where the incident(s) took place:

5. Did anyone witness the incident? ☐ YES ☐ NO

If yes:

a) Name(s) of witness(es):

b) Description of their respective role in the incident.

6. How did you react to the harassment?

7. If applicable, describe any incident that took place previously.

I am filing this complaint because I honestly believe that _____ has been harassing me.

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of this policy and subject to disciplinary sanctions.

Furthermore, I realize that an inquiry will be initiated once this complaint has been filed.

Signature of the complainant or their parents/legal guardians

Date

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FORM 2.16.2 GRIEVANCE – SIDE A (EMPLOYEE)

1. Employee Name: _____ Date: _____

2. Employee mailing address:

3. Date, time, and place of event leading to grievance:

4. Detailed account of occurrence (include names of persons involved, if any):

5. Please state employee contract terms, Board Policy, or legislation that you feel have been violated:

6. Proposed solution to grievance:

The grievant should retain a copy of this form for their records. The signature below indicates that you are filing a grievance, and any information on this form is truthful.

Employee Signature

Date

Management Signature

Date

Please, attach extra sheet if necessary to cover the details of the grievance.

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FORM 2.16.2 GRIEVANCE – SIDE B (MANAGEMENT)

1. Record any follow-up questions and answers from complainant here:

2. Inform respondent of grievance and record any statement they would like to make here:

3. Record any suggestions made for reconciliation here:

a) By complainant:

b) By respondent:

4. Were the employees able to agree on a resolution? YES / NO

Complainant signature to resolve

Respondent signature to resolve

Supervisor Signature

Date resolved

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