

## ***SMOKY LAKE PUBLIC LIBRARY***

POLICY NUMBER:   **505**

SUBJECT:   **Personnel Policy**

Reviewed    \_\_\_\_August 10, 2016\_\_\_\_   Board Chair    \_\_\_\_Tanya Lalonde\_\_\_\_

The Smoky Lake Public Library Board is responsible for setting the standards and policies for employees.

The Smoky Lake Public Library shall be staffed by suitably qualified staff with the knowledge and ability to help the library users find information and provide service according to their needs and interests within the ability of Smoky Lake Public Library to provide for these needs and services.

### Positions in the library

1. Library Manager (full time position)
2. Library Clerk (casual position)
3. Programmer (casual position)
4. Summer Temporary Staff (STEP grant)

### Job Description

A job description must exist for each position and must be in existence prior to any advertisement of a position and available to any candidate applying for a position.

### Expectations of Conduct

Since operations are dependent upon friendly cooperation and understanding between the Board, staff, patrons, funding jurisdictions, Northern Lights Library System, and many other agencies and organizations, it is imperative that all personnel make every effort to be of service and to foster a continuing climate of mutual respect, understanding, and cooperation.

### Working Conditions

1. Probation Period

All staff will have a six (6) month probationary period, except summer temporary staff.

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## 2. Hours of Work

Hours of work shall be as follows:

### A. Library Manager – Open hours

- plus one (1) hour administration per week
- plus one (1) hour janitorial per week
- and up to three (3) additional hours of administration per week as required

### B. Library Clerk – open hours as determined by Library Manager

C. Programmer – performed under general direction of Library Manager, will plan and present programs as identified in the Plan of Service and Needs Assessment.

D. Summer Temporary Staff – hours to be assigned as per ‘Summer Temporary Employment Program’ grant requirements; with at least 3 hours per day to be worked while the library is open.

## 3. Overtime

There will be no overtime hours allowed.

## 4. Statutory Holidays

The Board will recognize all statutory holidays as listed in *Policy 201 Hours of Operation*. The Board will follow *Alberta’s Employment Standards Code* when recognizing payment practices.

## 5. Vacation Pay

Holiday pay shall be paid to staff as per the guidelines outlined in *Alberta’s Employment Standards Code*.

## 6. Staff Salaries

Salaries shall be reviewed annually. At the Board’s discretion, with consideration for performance appraisals, budgetary limits, and cost of living changes, wages may be adjusted at this or any time.

Employees shall be paid as outlined in *Alberta’s Employment Standards Code*.

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#### 7. Sick Time

Full time employees shall be entitled to take off time as necessary to allow for sick days. Library Clerk will be asked to cover time allowed to full time staff member.

#### 8. Maternity Leave and Parental Leave

The Board shall follow the guidelines outlined in outlined in outlined in *Alberta's Employment Standards Code*.

#### 9. Compassionate Leave

The Board shall grant compassionate leave on an individual basis, as required.

#### 10. Pension and Insurance Benefits

The Board does not offer benefits.

### Termination of Employment

Employees wishing to terminate their employment must give the employer written notice of their intent to terminate as per schedule outlined in *Alberta's Employment Standards Code*.

If the Board wishes to terminate the employment of an employee, the Board must give the employee written notice of termination of employment as per schedule outlined in *Alberta's Employment Standards Code*.

### Grievance Procedure

1. An employee having a grievance arising from the interpretation, application, operation, or alleged violation of the employment policy, or other matter(s) relating to his/her employment should first discuss the subject of the proposed grievance with the Library Manager verbally in an attempt to resolve the matter.

2. If the employee and Library Manager cannot resolve the grievance, a full written record of the complaint should be made to the Board Chairperson; the Library Board shall act as the Grievance Committee.

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Grievance Procedure, continued:

3. If an employee is not satisfied with the decision received from the Grievance Committee, he/she has the right to appeal to the *Alberta Labor Relations Board*.

Disciplinary Policy

Whenever the Library Manager deems it necessary to discipline an employee after a verbal warning, the employee shall be given written particulars of the discipline whether it be a warning, suspension, or discharge. Board members shall be notified upon suspension or discharge.

Volunteers in the Library

Volunteers shall be bound by the same standards of conduct, obligations, and policies as are paid staff, and can expect in return the same treatment as to orientation, job training, job descriptions and possible opportunities for further skill development upon board approval and available budget.