

Category: Personnel
Policy Number: 505
Title: Working Hours and Conditions

Guidelines and Procedures:

1. The Board and the Library Manager shall review the number of hours of operation/administration of the library as required.
2. The Library Manager is required to open the library to the public according to Appendix F.
3. Library staff will follow Alberta Employment Standards with regards to daily rest periods: “During each shift in excess of 5 consecutive hours of work, an employee is entitled to at least one-half hour paid break, except where it is unreasonable or impossible. The 30 minutes can be taken in one unbroken period but may be provided as two 15-minute or three 10 minute breaks.”
4. When Library staff/volunteers are working alone and find themselves in a potentially compromising situation, they are to use the panic button and lock themselves into the “Staff Only” storage room with a cell phone if available.
A list of emergency phone numbers is to be posted inside the room.
5. Library Board, Staff and volunteers must comply with the Town of Bon Accord Safety Policy where applicable and especially when working with children. If there are any situations where disciplinary action is required, or an injury has occurred and/or medication has been administered, an Incident Report (Appendix G) will be required to be completed and submitted to the Library Manager.
6. Any conflicts that cannot be resolved in a reasonable manner by the parties involved should be brought to the attention of the Library Manager who will try to find an acceptable solution.

Reviewed May 14, 2022

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