

Category: Personnel  
Policy Number: 508  
Title: Salary, Wages, and Benefits

Guidelines and Procedures:

1. The Board shall determine the Library Manager's salary upon the commencement of employment. The Board shall review the salary after a probationary period of three months or as determined.
2. General holidays are as follows:

|                                |                |
|--------------------------------|----------------|
| ● New Year's Day               | January        |
| ● Family Day                   | February       |
| ● Good Friday                  | March or April |
| ● Easter Monday                | March or April |
| ● Victoria Day                 | May            |
| ● Canada Day                   | July           |
| ● Civic Holiday                | August         |
| ● Labour Day                   | September      |
| ● Truth and Reconciliation Day | September      |
| ● Thanksgiving Day             | October        |
| ● Remembrance Day              | November       |
| ● Christmas Day                | December       |
| ● Boxing Day                   | December       |
3. When a holiday falls on a Sunday and the library is closed the Monday following in lieu of, regular hours will be compensated to the Library Manager and the Assistant.
4. As hourly paid personnel, all staff shall be paid general holiday pay at an employee's regular rate for the number of hours usually worked.
5. The Board will consider an annual cost of living increase.
6. The Board shall review the Library Manager's salary in conjunction with his/her annual performance appraisal. It is the responsibility of the Library Manager to conduct a performance appraisal for all other Library employees.
7. In the absence of the Library Manager, a volunteer may perform his/her duties. The Library Board may pay that volunteer an honorarium.
8. All employees shall be covered under the Workers Compensation Board, Canada Pension Plan and the Employment Insurance Plan.

Amended May 14, 2022

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