

## **PERSONNEL POLICIES**

### **DEFINITIONS**

1. Employer: Shall mean the Board of Trustees of the Boyle Public Library.
2. Employee: Shall mean a person employed by the Board on a full-time or a part-time basis.
3. Permanent Full-time Employee: is a person in a salaried position with paid holidays and employee benefits.
4. Permanent Part-time Employee: is a person working certain set hours, paid on an hourly basis including holiday pay or other benefits.
5. Casual Employee: is a person hired at random times as needed, paid hourly at minimum wage (or agreed rate), and has no benefits.
6. Volunteer: is a person who offers his/her skills and services to the library staff and works under their supervision. Volunteers may be hired as casuals if the need arises. According to the Library Act, Board members may volunteer but may not be hired as casual employees.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It shall be the policy of the Boyle Public Library Board to fill all vacant positions with the best-qualified available applicant. Selections will be made on the basis of educational background, related work experience and other job-related factors, but without regard to race, religion, age, sex or natural origin.

### **HIRING, ORIENTATION, PROBATION**

The Librarian will be hired by and accountable to the Board, all other staff are hired and are accountable to the Librarian.

Each new employee hired by the Library will be given a position title and job description (See Appendix E). STEP, casual employees, volunteers and custodian will be given a copy of job description as a part of orientation by the Librarian. The Librarian shall be responsible for new employee orientation.

So that the new employee will "feel at home" as soon as possible and to provide a broad overview of his/her duties and where he/she fits into the organization, an information package will be provided which may contains:

- a) Job description for the new employee
- b) Information Service Policy
- c) Engagement/Welcome Letter
- d) Policy Handbook
- e) Confidentiality Requirements (FOIP)
- f) Payroll Forms (Time Cards)

All new employees shall serve a probationary period of three months; and one year for the Librarian. During this period, the probationary employee's performance will be evaluated by the Librarian (See Appendix F). In the case of the Librarian, the Board shall evaluate the Librarian's performance. If it is not up to standard, he/she may be dismissed at any time.

The probationary periods may be extended to allow an employee an opportunity to successfully meet Library standards.

### **RESIGNATION**

Employees are requested to give a two-week advance notice in writing of voluntary separation. The Librarian is requested to give a one-month advance notice, in writing of voluntary separation.

## NEPOTISM

Generally, persons of an immediate family shall not be employed in a direct supervisor-subordinate reporting relationship.

Employment of close relatives may be permitted in an emergency or unusual situations for temporary periods of time (not to exceed thirty calendar days), with the approval of the Library Board, and only in cases where other qualified applicants were not available.

## HOURS OF WORK

Open hours of the Library will be divided between the Librarian and Assistant Librarian based on the percentage of hours assigned in yearly budget. Scheduling will be the responsibility of the Librarian.

## PAY PERIODS

The treasurer will ensure that pay cheques are available to the employees at least one banking day before the end of the month.

The Librarian is responsible for submitting time cards to the treasurer.

## REIMBURSEMENT TO STAFF

### 1. Conference / Inservice Fees

All or part of conference or inservice fees will be paid as per Financial Policy.

### 2. Mileage

Mileage expenses will be paid as per Financial Policy (See Appendix H).

### 3. Other expenses will be subject to Board consideration.

### 4. Reimbursement Forms will be required for collection of funds.

## LIBRARY TRAINING PROGRAMS

In the event that further training is required, the Library Board shall fund 2/3 (two-thirds) of approved courses.

## STATUTORY HOLIDAYS

The following shall be observed as official paid holidays for employees:

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

If a statutory holiday falls on a day that would have been a working day for employees, and the employee does not work on that day, the employer shall pay the employee, for that day, general holiday pay equal to the average daily wage of the employee.

If employees are required to work they will be paid according to the Alberta Employment Standards Codes.

## VACATIONS

a) Choice of vacation dates will be arranged in consultations with the Librarian.

- i) Either the Librarian or Assistant Librarian must be available to work.
- ii) In case of conflicting requests senior staff will have priority.
- b) Library will be closed over Christmas for at least 7 days.
- c) Holiday Pay is calculated and paid monthly.

## **GROUND S FOR DISCIPLINARY ACTION**

1. Employee conduct will be grounds for disciplinary action. Causes for disciplinary action relating to conduct include, but are not limited to:
  - a) Improper use of position as an employee for personal gain.
  - b) Being under the influence of alcohol or drugs in the work place.
  - c) Gambling in the work place.
  - d) Offensive conduct or language towards the public or other employees.
  - e) Taking Library equipment or materials for unauthorized use.
  - f) Using the Library setting to propagate personal views.
2. Employee work performance will be grounds for disciplinary action. Causes for disciplinary action relating to work performance include, but are not limited to:
  - a) Failure to follow orders from the Librarian and/or the Library Board.
  - b) Failure to perform assigned work.
  - c) Abusing or being wasteful of materials, property or working time.
  - d) Failing to notify the Librarian prior to absence.
  - e) Habitual or excessive absence or tardiness.
  - f) Discussion of confidential Library business with unauthorized persons.

## **DISCIPLINARY PROCEDURES**

1. Disciplinary actions include and are limited to the following, in order of severity:
  - a) Oral Reprimand: Formal of informal interview between the employee and the immediate superior. This must always be in private. Oral reprimands are not documented in the employee's personnel file, but should be noted as having occurred in a diary or suitable place.
  - b) Written Reprimand: Must be presented to the employee and discussed between the employee and immediate superior. The employee shall sign the written reprimand before it is placed in the personnel file. In the case that an employee refuses to sign, he/she can review the reprimand with the Board.
  - c) Delaying Advancement: This should be explained in the Performance Evaluation, In no instance shall the Performance Evaluation be delayed as a technique of delaying merit advancement. The employee shall affix a signature to the evaluation before it is placed in his/her personnel file.
  - d) Extension of Probation: This must be explained in the Performance Evaluation, completed at the time the probationary period is scheduled to end. Extension shall not exceed three months. This shall be approved by the Librarian and the Library Board.
  - e) Suspension: An employee may be suspended for just cause and without warning by his/her immediate supervisor. Immediately, upon a suspension being issued, a written notice outlining the reasons for suspension shall be given to the employee, with a copy to the Library Board.
    - i) A review of the suspension shall be carried out within five working days after the date of issue of the suspension by the Librarian and/or the Library Board. A decision will be made to either uphold the suspension and proceed to terminate, or to reinstate the employee with, or without conditions.
  - f) Discharge/Dismissal: An employee may be discharged for a major conduct violation, repetition of minor conduct violations, or for work performance falling below the established standards. Notice must be given to the employee in writing. Grounds for

such action shall be well documented, on a Performance Evaluation. Discharge shall be approved as per the Employment Procedures.

## GRIEVANCE PROCEDURES

Definition of a grievance: A grievance will be defined as a complaint regarding alleged unjust treatment of discrimination, alleged unfair working conditions, or the dismissal of an employee.

Settling of grievances:

Step 1: An aggrieved employee shall first refer the grievance to the Librarian within five working days of the occurrence of the action from which the grievance stems, or the employee's knowledge of such action. This notice must be in writing and include:

1. A statement of the grievance and relevant facts,
2. Remedy sought.

The Librarian shall respond to the grievance in writing within three working days.

Step 2: If an employee does not feel that the grievance has been resolved, the employee may within five days, appeal to the Chairman of the Library Board. The Chairman shall acknowledge receipt of the grievance within three working days.

Step 3: The Chairman of the Board shall call a meeting of the Board within five working days and render a final decision.

## LIBRARY SERVICES APPRAISAL

## LIBRARY STAFF APPRAISAL

Yearly (See Appendix F)

## SICK LEAVE/ BEREAVEMENT LEAVE

No paid leaves are available.

All efforts will be made to reschedule work with other staff.

If no alternative staff are available, the library will be closed, with Board approval.

1 week for death of immediate family members

## MATERNITY LEAVE

Will be in accordance with the Employment Regulations

## ACCIDENTS

Accidents, which occur on the Library premises or in the performance of library duties, will be reported in accordance with The Workman's Compensation Guidelines.

## CONFIDENTIALITY

All personnel documents shall be maintained as confidential.

## VOLUNTEERS

Hours and tasks of volunteers will be at the discretion of Library Staff however an effort will be made to accommodate the times and interests of the volunteers.