

- Ensure an effective means of communication, and other security measures shall be available to all library personnel who work alone or in isolation.
- Develop and publish a comprehensive Emergency Response Manual for library personnel ensuring that appropriate health and safety standards are implemented in accordance with Alberta statutes.
- Ensure that employees receive proper medical treatment when injured and that accident and injury reports are properly prepared and issued.

Library personnel will:

- Report any incident of violence in the workplace to the Library Manager and complete and incident report.
- Ensure they are working safely and in compliance with accepted safe work practices, procedures, and legislated health and safety standards.
- Ensure the safety of all visitors to the Library premises by following the guidelines in the Emergency Response Manual.

4.6. Working Alone

Created 03/18

Revised

The Board recognizes that there may be times where an employee may be required to work alone in the Library. This may include but may not be limited to:

- Working when additional staff support is not readily available
- Being at the library after everyone has left for the day, or coming into the library before opening hours,
- Driving alone to or from library outreach and professional development locations.

Guidelines & Procedures

Whenever possible, Library personnel will:

- Notify the Library Manager if they intend on being in the Library outside of regular operational hours.
- Know how to reach the Town after hours emergency contact person.
- Adhere to safe working procedures.

Whenever possible, the Library Manager will:

- Identify and assess situations where working alone may be required.
- Maintain open communication with personnel who are required to work alone.
- Work with library personnel to develop safe work procedures.

4.7. Leave

Created 03/18

Revised

The Board recognizes the need to provide leave to library personnel on a variety of occasions. Any leave of absence utilized for purposes other than that for which the leave was granted may be grounds for dismissal.

Sick Leave

Library personnel have a responsibility to be at work as scheduled. However, employees should make every effort to ensure that they are in a state of health and well-being which will enable them to perform their job to the best of their abilities.

The Library shall provide the following supports:

- Full time employees of the Library will receive 10 sick days on January 1 of each year. All unused sick days will expire December 31 of each year.
- Part time employees will not receive sick leave credits but may take sick leave without pay for a period of up to 3 consecutive days. After 3 days, a physician's note will be required for extended sick leave without pay.

Personal and Family Responsibility Leave

All employees are eligible for up to 5 days of unpaid leave per year for personal sickness or short-term care of an immediate family member. This may include attending to personal emergencies and caregiving responsibilities related to education of a child.

Compassionate Leave

Temporary leaves of absence with pay will be granted to permanent employees who have been employed for at least 90 days for the following circumstances:

- Critical illness or death in the immediate family – up to three (3) days. This includes: Current spouse, parent, brother, sister, brother-in-law, sister-in-law, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent or grandchild, aunt, uncle, niece, nephew, grandparent of spouse, legal guardian.
- Where travel outside the province is required, such leave may additionally include travel time to a maximum of two (2) days within North America, three (3) days outside of North America.
- An additional three (3) days of unpaid leave will be provided following the period of paid absence.
- Any additional leave will be provided at the discretion of the Board.

Maternity & Parental Leave

Maternity and Parental leave should be granted in compliance with Alberta Labour Employment Standards Code, upon proper written notice of at least six weeks.

- Maternity leave shall be available for a period not to exceed 15 weeks. Upon returning to work, the employee should be placed in the former position, or if the former position is not available, in an equivalent position with no change in level or increment placement.
- Parental leave should be available for a period not to exceed 37 weeks. Upon returning to work, the employee should be placed in the former position or, if the former position is not available, in an equivalent position with no change in level or increment placement. An employee must give at least four (4) weeks written notice of the day he/she plans to return. Earned vacation, holiday benefits, and security will not continue during parental leave.

Domestic Violence Leave

- Up to 10 days of unpaid leave may be taken annually by employees addressing a situation of domestic violence.

Citizenship Ceremony Leave

- Up to one half day of unpaid leave may be taken by employees attending a citizenship ceremony.

Critical Illness of a child

- Up to 36 weeks of unpaid leave may be taken by the parents of a critically ill or injured child.

Death or Disappearance of a Child

- Up to 52 weeks of unpaid leave may be taken by employees whose child has disappeared because of a crime, or up to 104 weeks if a child died because of a crime.

5. LIBRARY PATRONS

5.1. Behaviour and Conduct in the Library

Created 11/08

Revised 06/17

The Board shall establish the Code of Conduct for Behaviour in the Library (Appendix A). The Library Manager shall ensure that all patrons follow the Code of Conduct. Should an incident arise, the Library Manager will complete an Incident Report (Appendix B).

5.2. Computers and Internet Use

Created 03/06

Revised 06/17

The Board will ensure that the public have free access to Library computers and the internet including wireless connectivity.

Guidelines and Procedures

- Continuous use of the Library's computers requires a Computer Card. Patrons wishing to acquire a Computer Card shall complete an Acceptable Technology Use Contract (Appendix C) to be signed by the patron or legal guardian if under the age of 18.
- There is no charge to access the Library Computers. However, patrons are responsible to pay any printing fees.
- Patrons are expected to sign in to use the Library Computers using the sign in sheet.
- The Library will offer free Wireless Internet Access (Wi-Fi) for patrons to use on their personal devices. To access the Wi-Fi, patrons must enter the Library's username and password.
- The Wi-Fi access points are unsecured. The library assumes no responsibility for any information that is compromised and/or any damage to the users' hardware or software.
- Users shall use the Library's wireless Internet service in a legal and responsible manner. Internet users must be aware that they are working in a public environment with people of all ages and with diverse viewpoints.
- Users must not engage in any activity that interferes with any other person's ability to use the Library and its resources.
- In accessing the Internet, users are subject to federal and provincial legislation related to Internet use, including the provision of the Criminal Code regarding, obscenity, child pornography, sedition and the incitement of hatred. Users may not use this network for any illegal purposes.
- The Board reserves the right to terminate a wireless Internet session at any time.