

Mundare Municipal Public Library Board

Policy MMPL 4 - Personnel Policy – Conditions of Employment, Performance Evaluation, Grievance

Conditions of Employment

1. Hours of work need to be flexible to cover the range of library hours of opening. The library manager will create her work schedules in consultation with the Board.
2. The Library Manager is paid in accordance with the Board and library manager's employment contract. The library manager is eligible for an annual pay increase following a successful performance evaluation. An annual cost of living increase may be approved at the discretion of the library board during the budget process.
3. As a part-time employee, the library manager will receive a paid 30-minute break in accordance with Alberta Employment Standards. "An employee is entitled to one 30-minute break after the first 5 hours of work for shifts that are that are between 5 and 10 hours long. If the employer and an employee agree, the break may be taken in two periods of at least 15 minutes"
4. Part-time employees shall receive vacation time and vacation pay in accordance with Alberta Employment Standards.

Performance Evaluation

5. The primary purpose of performance evaluation is to compare actual results with desired results and to design action plans for the future. The essence is guidance, mentoring, and development for continuing improvement. It is also an opportunity to thank employees for their efforts on behalf of the library. The library board is an employer, and so it must take steps to evaluate its employees on a regular basis.
6. All employees, including the manager, should be evaluated at the end of their six-month probationary period. They should then complete the Performance Evaluation Form with their supervisor once a year. However, performance conversations should also be taking place throughout the year, as described in Section C of the Performance Evaluation Form.
7. The Library Manager shall be evaluated by the Board with the Board Chair as the primary contact person between the library board and the Library Manager.
8. The Library Manager will meet with the Board, and they shall complete the evaluation form together. The completed evaluation form shall then be placed in the Library Manager's personnel file.
9. The Library Manager is responsible for evaluating the library volunteers. All volunteers will interview with the Library Manager, and they will complete the

evaluation form together. The completed evaluation form shall then be placed in the volunteer's personnel file.

10. Mundare Municipal Library Board recognizes the long service contribution of its employees and volunteers. Employee years of service and volunteer retirees shall be annually celebrated in consultation with the employee/volunteer.

Grievance Procedure

11. The line of authority goes from the Board to the Library Manager, through the Board Chair and vice versa. Feedback from library patrons and Town of Mundare staff goes the same way. The Board presents itself as one voice, through the Board Chair.
12. If the Library Manager has a concern related to her employment in the library, she should discuss the matter with the Library Board Chair.
13. If the Library Manager and the Board Chairperson cannot resolve the issue, a full written record of the concern should be made to the Library Board within 15 days of the discussion.
14. After receiving and considering the written grievance, the Board should forward a written record of its decision to the griever within 30 days of the original written concern being received.
15. If the response or decision of the Library Board is unsatisfactory to the griever, he has the right to appeal to other organizations as applicable:
 - a. Alberta Employment Standards: Contact for issues related to hours of work, holiday pay, days off, maternity and parental leave, overtime hours, vacations, wage payment, and employee termination.
 - b. Occupational Health & Safety: Contact for issues related to workplace safety, including working alone.
 - c. Office of the Information and Privacy Commissioner of Alberta: Contact to make a request for your personal information under the FOIP act. For more information about the FOIP act, contact Service Alberta.
 - d. Alberta Human Rights Commission: Contact for questions regarding discrimination in the workplace.

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