

MORINVILLE COMMUNITY LIBRARY POLICY AND PROCEDURES MANUAL

2. PERSONNEL

2.1 DEFINITIONS *** See job descriptions for more detailed information.*

Permanent Position	A position with regularly scheduled hours established to be ongoing, be it full-time or part-time.
Salaried Staff	A worker who is paid a fixed amount of money by an employer.
Hourly Wage Staff	A worker who is paid a fixed amount of money per hour by an employer.
Full Time Position	Employment in which a person works more than 30 hours per week or that is employed to work regularly 20 hours per week for the purpose of employee benefits.
Part Time Position	Employment that carries fewer hours per week than a full-time position.
Temporary Position	A position created outside the established permanent work force for a set period of time, be it full-time or part-time.
Casual Position	Periodic assignments on an as needed basis due to the absence of the incumbent be it full-time or part-time.
Staff / Staff Member	People who are employed by the Morinville Public Library in positions that are permanent, temporary, or casual.
Library Director / Director	A staff member with managerial authority who is responsible and accountable to the Library Board for the activities of the library.
Assistant Director	A staff member who supports the Library Director in the day-to-day running of the library and also has managerial authority in the Library Director's absence.
Program Coordinator	A staff member who coordinates programs, events, and volunteers.
Library Assistant	A position with opportunity for professional enrichment, added duties and responsibilities beyond front desk basic duties.
Library Clerk	A position that fulfills basic front desk duties.
Interlibrary Loan Clerk	Library Clerk responsible for interlibrary loans and all administrative duties surrounding the interlibrary loan system.
Library Page	Ensures that materials are readily available in an organized and accurate order.
Acting Director	A staff member who is responsible for the library in the Director's absence.
Volunteer	A person who renders aid, performs a service, or assumes an obligation voluntarily without pay.

2.2 HIERARCHY

Library Organizational Chart – 2022

