

*****Any point not contained in this policy follows the Alberta Employment Standards. *****

2.3 MANAGEMENT PROCESS

2.3.1 CONSULTATIVE LEADERSHIP STYLE

1. The library encourages a consultative leadership style asking staff for feedback and taking employee concerns seriously by maintaining an open-door policy.
2. The Library Director shall be the sole member of the library staff accountable to the Library Board for managing the activities within the library and promoting staff input.
3. Consultation will take place during mandatory regular staff meetings, organized by Management.

2.3.2 STAFF MEETING ATTENDANCE and REQUIREMENTS

1. Staff meetings are mandatory. Exceptions can be made on a case-by-case basis.
2. Staff absent will review the meeting minutes and fill out **Form 2.3.2 Meeting Minutes Review** and submit it to the Library Director.

2.4 RECRUITMENT

2.4.1 EQUAL OPPORTUNITY

It is the policy of the library to provide equal opportunity for all qualified persons and not discriminate as per Alberta Human Rights legislation.

1. There will be no expectation or recognition of seniority when it comes to the assignment of duties or internal promotions within the regular library staff.
2. Assignment of duties, hiring of personnel and promotions shall be conducted at the Library Director's discretion.
3. Vacations/time off requests shall be granted on a first come first serve basis

2.4.2 LIBRARY DIRECTOR RECRUITMENT

1. In the event of a vacancy, the position shall be advertised internally, in the media and on-line, until a suitable candidate has been found.
2. The chosen candidate shall be appointed by the Board to the position of Library Director for a probationary period negotiated by the employment contract.
3. At the end of this time, the Board shall review the performance of the appointee. A satisfactory performance appraisal shall result in the appointee achieving permanent status.
4. Compensation shall be according to the contract approved by the Library Board.
5. Discipline and/or termination of the Library Director shall follow **Policy 2.15.4 Discipline and Termination** as well as the employment contract terms.