

****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.

2.4.3 STAFF RECRUITMENT

1. The Library Director is responsible to approve all recruitment and hiring of staff positions.
2. The selected applicant will be required to submit a criminal and vulnerable record check before final employment is offered.
3. All permanent, casual and temporary positions of more than six months duration shall be posted internally first to ensure current staff and volunteers are aware of openings.
4. Hiring immediate family/Nepotism: The Library Board, through the Library Director, shall regulate employment and HR matters in such a manner so as to avoid potential favoritism or conflict of interest that may occur between individuals who are related. No individual shall be denied employment with the library because of marital status or family relationship alone.
5. The Director shall generate the official offer of employment for candidates.
6. All permanent, temporary, external, or internal positions of three months duration or longer shall have a probationary period:

*Staff positions - Three months

*Assistant Director - Six months

Form **2.4.3 Notice to Extend Probationary Period** shall be used if the probation period needs to be extended.

2.4.4 TEMPORARY EMPLOYMENT PROGRAMS

1. The library shall access government sponsored employment incentive programs used to enrich the library's overall plan of service.
2. The Board shall always be governed by the rules established for the use of such programs.

2.4.5 VOLUNTEERS

1. The Morinville Community Library recognizes the value of volunteers.
2. Volunteers shall be bound by the same standards of conduct, obligations, confidentiality, and policies, as paid staff.
3. Volunteers will be given position descriptions with responsibilities and expectations clearly set out. Volunteer duties shall not take away from paid staff duties.
4. Staff members are not expected or required to volunteer with the library.
5. Staff members who volunteer will be recognized through the Volunteer Recognition Program.
6. Volunteers must fill out Form **2.4.5 Volunteer Application**. Volunteers are required to have references if necessary for the assigned job. A criminal and vulnerable record check must be included at no cost to the volunteer. Volunteers will be asked to provide a new criminal and vulnerable record check for each year of service.
7. Volunteers will be interviewed to ensure that candidates meet the position requirements. Orientation and training will be provided.
8. The responsibilities will determine the necessary degree of supervision and evaluation. If the position involves interaction with, and/or responsibility for children or

members of the vulnerable sector, the volunteer will be under close supervision. Evaluations will be based on position descriptions.

9. Volunteers will report their volunteer time to Management.

2.4.6 STAFF POSITION DESCRIPTIONS

1. The Library Director’s job description is the responsibility of the Library Board.
2. Staff position descriptions are the responsibility of the Library Director and shall be kept in the Staff Procedures Manual.

2.5 COMPENSATION & BENEFITS

2.5.1 SALARY ADMINISTRATION

1. All approved permanent, temporary, and casual positions are compensated according to the salary and hourly wage compensation approved by the Library Board.
2. The wage and salary grid shall be reviewed annually in the budget process.
3. All staff shall be paid bi-weekly.

1. Base Hourly Wage Grid and Compensation:

Positions	Probation Rate	Hourly Range after Probation
Page/ Temporary/ Summer Student	\$15.00/ hr	\$16.00/ hr - \$20.00/hr
Library Clerk	\$16.00/ hr	\$16.50/ hr - \$21.00/hr
Library Assistant/Program Coordinator	\$17.00/ hr	\$18.00/ hr - \$22.00/hr

2. Base Salary Grid and Compensation:

Positions	Salary Range Per Hour	Salary Range Yearly
Interlibrary Loan Clerk	\$19.00/hr to \$23.00/hr + monthly mileage claim	\$31,616 - \$38,272 + monthly mileage claim
Assistant Director	\$28.00/hr to \$35.00/hr	\$54,600 - \$68,500
Library Director	\$33.00/hr to \$40.00/hr	\$64,350 - \$78,000

Note: A work week consists of 32 hours for the Interlibrary Loan Clerk and 35 hours for all other positions.

3. Wage and Salary Increases:

- a. The Library Board wishes to maintain a compensation system that reflects internal and external equity within and among libraries and competitors and acknowledges cost of living increases.