

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.

- b. Based on the recommendations of the Library Director, Assistant Director, or Board HR Committee an incentive will be added to an employee's compensation on the following year based on the criteria below:
 - i. Education: completion of education pertinent to Public Library Services and Programs (such as: LIT Diploma, MLIS, Programming Diplomas or Degrees, Management Diplomas or Degrees earned from a recognized school or program – LAA, U of A, SAIT, etc.) or
 - ii. Professional Development: completion of training/education as offered and directed by Management, and
 - iii. Performance and competencies evaluations: with results above expectation.
- c. The Library Director will bring proposed compensation increases to the Budget Committee yearly.

4. Acting Incumbency:

- a. Acting Incumbency means the assignment of an employee to perform the duties of another position on a continuous basis for a period of fifteen (15) or more consecutive days.
- b. Acting Incumbency status and compensation will be provided to an employee asked to perform all the duties of a higher-level position on a continuing basis.
- c. To receive acting incumbency compensation, an employee must be appointed to a higher-level position in full capacity during which time they may also be required to perform some of the duties of their regular position.
- d. Acting incumbency provisions will not apply where an employee is designated limited duties of a higher-level position.
- e. An employee will be eligible for acting incumbency pay for the total period of acting incumbency.
- f. Where an eligible employee is designated to be an acting incumbent, salary will be determined as the minimum pay range of the position to which assigned, or a minimum of 5 percent above the employee's pay prior to assuming the acting duties, whichever the greater.
- g. When the employee who has been the acting incumbent of another position returns to their regular position, their salary will be readjusted to that which would be in effect if they had continuously occupied that position.
- h. The designation of acting incumbent will not normally exceed a period of three (3) months.
- i. An employee temporarily assigned to a lower-level position shall be paid at their normal rate of pay.

2.5.2 GENERAL / STATUTORY HOLIDAYS (GSH)

The MPL recognizes twelve (12) general/statutory holidays:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.

2.5.3 VACATION ALLOCATION

MANAGEMENT:

Management vacation allocation shall be determined by contract.

The anniversary date for vacation accruals is the anniversary date of hire. The accrual for vacation time for the first year shall be prorated according to the time accumulated.

SALARY and WAGE EMPLOYEES:

1. Employee vacation accrual schedule is:

1 st year to completion of 4 th year of service	1.25 days/mo (15 days/yr)
5 th year to completion of 9 th year of service	1.67 days/mo (20 days/yr)
10 th year to completion of 19 th year of service	2.08 days/mo (25 days/yr)
20 th year and beyond of service	2.50 days/mo (30 days/yr)

2. All hourly wage staff will receive vacation pay on a monthly basis according to the following schedule:

1 st year to completion of 4 th year of service	4% of monthly earnings
5 th year to completion of 9 th year of service	6% of monthly earnings
10 th year to completion of 19 th year of service	8% of monthly earnings
20 th year and beyond of service	10% of monthly earnings

3. An employee who has been on approved leave without pay for thirty or more consecutive calendar days shall, for the year in which the absence occurs, accrue annual vacation proportionate to the number of months that the employee worked with pay in the service of the library.

2.5.4 VACATION REQUEST

1. The Library Director and Assistant Director shall not make a vacation request that will result in both being away at the same time for more than 3 consecutive working days.
2. When making a vacation request, banked flextime shall be used first.
3. No more than the equivalent of 5 unused vacation days shall be carried over to the following year.
4. Any unused vacation over the 5 vacation days carried over shall be paid out to the employee, at regular rate of pay, on the employee December pay.

5. Prime-Time Vacation:

- a. The months of July, August and December, as well as January 1st to the 15th are designated as prime-time for the purpose of time-off requests.
- b. Any staff requesting time off during prime time is limited to two (2) weeks maximum during those periods and must submit said requests no less than eight (8) weeks before the prime-time period starts.
- c. Any additional prime time vacation requests exceeding two (2) weeks maximum will be permitted at the discretion of Management and subject to availability.

6. Additional Rules for Salaried Employees:

- a. Vacation requests will be approved on a first come first serve basis.
- b. Seniority will be the deciding factor in the case of two requests for the same vacation period being submitted at the same time.
- c. Sick leave shall not be used to extend vacation leave.
- d. The Director will do their utmost to grant vacation leave as requested, however, employees should remain flexible and have alternate dates should the leave not be approved.
- e. All other unforeseen vacation requests shall be subject to Management's approval

2.5.5 VACATION REGULATIONS

As per Employment Standards eligibility for vacation is granted after completion of 1 full year of service and,

1. shall be applied for with a minimum of two months' notice.
2. shall be as per individual vacation entitlement.

Form 2.5.5 Request for Time Off shall be used when requesting vacation leave.

2.5.6 UNPAID, JOB-PROTECTED LEAVE

1. Request for Leave of Absence (LOA) will be submitted to the Library Director for approval. Each request for a leave of absence shall be assessed on its own merit and may be granted at the discretion of Management.
2. LOA will only be approved:
 - a. for compassionate, medical or other personal emergency.
 - b. as an extension to the annual vacation allotment not to exceed six (6) weeks total and submitted no less than thirty (30) days in advance, and
 - c. for any employee serving as Military Reservist according to government regulations.
3. LOA for family illness/appointment for the employee's immediate family may be granted to an employee up to a maximum of three (3) full shifts per year with pay. Immediate family will be defined as: employee spouse including common-law, mother, father, brother, sister, child, stepchild and grandparents, foster children, stepparents.

4. For making medical appointments, arrangements must be made on the employee's time off if possible, or in a way that will be least disruptive to the workplace.
5. In the case of medical appointments such as specialists, ultrasounds, scans and other procedures or appointments of a similar nature employees are entitled to three (3) shifts off with pay per year to accommodate said appointment. Anything exceeding three (3) shifts will be subject to Management's discretion.
6. Employees granted LOA without pay in excess of ten (10) working days shall make arrangement through Management to reimburse both the employee and employer portion of the applicable employee benefit premiums prior to the LOA.
7. LOA will not be granted until all annual vacation has been taken.
8. Each request for a leave of absence shall be assessed on its own merit and may be granted at the discretion of Management.
9. Submit **Form 2.5.5 Request for Time Off.**

2.5.7 BEREAVEMENT LEAVE (BL)

Morinville Community Library follows Employment Standards regarding Bereavement Leave.

1. Paid Bereavement Leave

- a. Employees are entitled to three (3) BL days per year, not per incident of bereavement. Paid BL is to compensate for scheduled workdays. If a death occurs on an employee's vacation or days off, such employee can request vacation time to switch to BL.
- b. BL entitlement is three (3) consecutive days totaling twenty-four (24) hours. For example, if you were scheduled to work two (2) days of the three (3) you are on BL, you would be paid for those two (2) days as per Alberta Standards.
- c. If the service/funeral is being held outside of Morinville and it is over three (3) hours of travel time from the town, two (2) extra BL days will be granted. These days to be used as travel time one (1) day prior and one (1) day after; consecutive to the service.
- d. All requests for BL are to be submitted to the Library Director for approval; any further time off may be requested to Management, and such time will be at their discretion. Should more than one close family member pass away special permission may be put forward to the Director. Proof of bereavement/death may be required at the Library Director's discretion.

- e. Any BL days not used by an employee cannot be carried over into a new calendar year, and any BL days not used by an employee do not have to be paid out by the employer if employment terminates.

2. Unpaid Bereavement Leave

- a. Unpaid BL may be granted to any employee that has suffered the loss of an immediate extended family member.
- b. Employee's family members:
 - Spouse, adult interdependent partner or common law partner
 - Children (and their partner/spouse)
 - Current or former foster children (and their partner/spouse)
 - Current or former wards
 - Parents, stepparents and/or current or former guardians (and their partner/spouse)
 - Current or former foster parents
 - Siblings, half-siblings, stepsiblings (and their partner/spouse)
 - Grandchildren, step-grand-children (and their partner/spouse)
 - Grandparents, step-grandparents
 - Aunts, uncles, step-aunts, step-uncles (and their partner/spouse)
 - Nieces, nephews (and their partner/spouse)
 - A person the employee isn't related to but considers to be like a close relative
- c. Family members of employee's spouse, common-law or adult interdependent partner:
 - Children (and their partner/spouse)
 - Current or former wards
 - Parents, stepparents, foster parents
 - Siblings, half-siblings, stepsiblings
 - Grandchildren
 - Grandparents
 - Aunts, uncles
 - Nieces, nephews
- d. Submit **Form 2.5.5 Request for Time Off**

2.5.8 **SICK LEAVE (SL)** (Effective September 1, 2022)

Paid SL is provided to eligible employees including all permanent full-time employees and permanent part-time employees upon successful completion of their probation period.

Definitions:

SL means time that can be taken off for medical leave and temporary illness.

Standard Hours of Work are seven (7) hours per day / thirty-five (35) hours per week.

1. Permanent full-time employees shall earn SL at the rate of one and a half (1.5) standard working days per calendar month worked. On the basis of standard hours of work, one (1) day is the equivalent of seven (7) hours; therefore, ten and one half (10.5) hours are earned per calendar month worked.
2. Permanent part-time employees shall earn SL hours on a prorated basis according to the hours allocated in the budget for their position.
3. Unused SL hours will be accrued to a maximum balance of ninety (90) standard working days / six hundred and thirty (630) hours.
4. Deductions are made from the employee's accumulated hours as SL is used.
5. As the hours are earned and left unused, they will accrue to the maximum on a continual basis.
6. Unused SL hours shall not be paid out.
7. An employee who is unable to report to work due to illness or injury is required to call Management personally at the start of the workday. The employee must request SL and provide an indication of the expected length of the absence. In unusual circumstances, such as hospitalization, a spouse or family member may call Management on behalf of an employee.
8. When all accrued SL hours have been exhausted and illness continues, an employee may:
 - a. Use their accrued vacation entitlement,
 - b. Apply for Employment Insurance Sick Benefit if the employee is not on the Chamber of Commerce Benefit plan,
 - c. Apply through the Chamber of Commerce Benefit Plan for Weekly Indemnity or Long-Term Disability, or
 - d. Apply for a leave of absence without pay.
9. Employees who are covered by the Chamber of Commerce Benefit Plan and qualify for Weekly Indemnity or Long-Term Disability must follow the guidelines set by the Benefit Plan:
 - a. Weekly Indemnity: first (1st) day of accident/hospitalization, eighth (8th) day of sickness
 - b. Long-Term Disability: hundred and twenty first (121st) day of disability up to age sixty-five (65)
10. Employees on Weekly Indemnity coverage shall make arrangements through Management to reimburse the employee portion of the applicable employee benefit premiums.

11. Employees on LTD shall have the following options:

- a. Continue their coverage in the Chamber of Commerce Benefit Plan by making arrangements through Management to reimburse the library for the employee and the employer portions of the applicable benefit premiums, or
- b. Be temporarily terminated from the Chamber of Commerce Benefit Plan until their return to work.

12. If SL exceeds three (3) days of consecutive scheduled shifts or the illness requires admission to a medical facility for other than routine out-patient treatment, a licensed medical practitioner's certificate may be required, and a certificate certifying fitness to return to work before the employee will be allowed to return to work.

13. A licensed medical practitioner's certificate will also be required before returning to work after any incident or repeated incident that reflects on the physical or mental ability of an employee to perform their duties.

14. Submit **Form 2.5.8 Sick Leave.**

2.5.9 LEAVE WITHOUT APPROVAL / MISUSE OF LEAVE

1. Any leave taken without Management approval, or any leave utilized for purposes other than for which the leave was granted shall result in corrective and/or disciplinary actions up to and including termination of employment.
2. An employee shall be considered to have abandoned their position if they do not return from a leave of absence on the agreed upon date without communicating delays to Management.
3. An employee who feels they have been improperly terminated can file an Employment Standards complaint.

2.6 BENEFITS / PENSION PLAN

- a. The Library Board deems it important to provide a balanced benefit program to eligible staff.
- b. All employees are subject to the mandatory deductions required through government legislation or court order.
- c. The Library Board offers participation in the Chamber of Commerce Group Insurance Plan, the LAPP (Local Authorities Pension Plan) and a library Flexible Spending Plan.

2.6.1 CHAMBER OF COMMERCE BENEFIT PLAN

1. Staff eligibility criteria:
 - a. must be a permanent employee.
 - b. must work a minimum of twenty (20) hours per week.