

At the end of each quarter, the forms are reviewed and one recipient is selected to receive a \$100 gift card.

- a. When library Management is nominated for a quarterly recognition, the forms will be reviewed, and the selection made by the Library Board executive.
- b. When no members of library Management have been nominated, the forms will be reviewed, and the selection made by library Management.

4. RECOGNITION EVENT:

At the end of each year the Board will organize an event to acknowledge the staff recognition and distribute any bonuses that have been decided on within budgetary constraints.

- a. To recognize long-service awards.
- b. To provide and promote a common-goal learning opportunity.
- c. To acknowledge the monthly/quarterly nominated staff.

2.9 **EMPLOYMENT REQUIREMENTS**

2.9.1 **STAFF DRESS CODE**

1. Guidelines: Staff are expected to project a positive and professional image to our patrons and coworkers. Dress and grooming should communicate approachability and respect for our patrons. To foster public confidence, staff are expected to wear clean and well-maintained attire, appropriate for the work being done and the library environment as deemed by Management. Some examples of attire that is not acceptable can be found in **Form 2.9.1 Dress Code Guidelines**. Coloured denim is acceptable as long as the requirements of this policy are met.
2. Personal Grooming and Use of Fragrance:
 - a. Fragrances: should be used in moderation as some staff and patrons are allergic or sensitive to the ingredients in fragrance.
 - b. Piercings, Tattoos, Body Modifications: In the spirit of professionalism, tattoos that could be offensive to others should be covered so as to not be visible. Body piercings should not present a safety hazard at the workplace and should not be excessive if on an exposed part of the body such as face or head.
 - c. Make-up and Jewelry: Should be workplace appropriate and reflect professional appearance.
3. Headphones/Earbuds/Earplugs:
 - a. Should not be worn in areas where patrons are present. Safety dictates that staff should be aware of their surroundings and be able to respond if called by a coworker.
 - b. However, they can provide the ability to concentrate on tasks that require a lot of focus and may be used for that purpose except at the circulation desk area where

patron service is the priority. Use of headphones, earbuds and earplugs must be limited to those times when one really needs to focus. Staff are asked to remember that wearing headphones, earbuds or earplugs tells their coworkers that they do not want to be approached or interrupted.

4. Footwear: Staff are required to wear footwear that is safe and appropriate for their duties. Staff who perform duties such as paging, shipping/receiving, and driving are required to wear closed toe shoes to properly support and protect the foot and prevent injuries.
5. Casual Fridays: On Fridays employee who participate in the food bank collection may wear attire made of blue denim such as jeans, skirts, and jackets. This attire must still be workplace appropriate and be clean and well-maintained and respect the restrictions listed in Appendix 2A.
6. Theme-Days/Casual Days: The Director shall use their discretion in relaxing the dress code where conditions support relaxation.
7. Concerns/Complaints: Staff who feel inappropriate dress and personal hygiene is present in their workplace, should address their concerns with the Director.
8. Staff Identification: Staff shall always wear name tags during time of business within or outside the library.
9. Breach of Dress Code: Management has the authority to determine whether attire, personal grooming, and use of fragrance is appropriate for the workplace and the duties being performed. A staff member who arrives at the workplace without appropriate clothing and footwear or who does not meet the dress code standards that have been outlined shall be reminded of the provisions of the Dress Code Policy by Management. Non-compliance may result in the staff member being sent home on unpaid time to change into appropriate clothing.

2.9.2 HOURS OF WORK

The Town of Morinville Library Board values a healthy work/life balance for all library employees.

1. The hours of the library staff will be set to meet the needs of the people of the community with consideration given to meeting the needs of the staff.
2. Management staff shall work a minimum of thirty-five (35) hours per week and such other hours that are reasonably necessary to fulfill the requirements of their position.
3. The hours of all other positions may vary.
4. Breaks are per Alberta Employment Standards, with schedules set by the Library Director.
5. Schedules will be posted in advance of workdays as per Library procedures. It is the responsibility of the employees to be aware of when they are expected to work.

2.9.3 HOURLY EMPLOYEE OVERTIME

1. No overtime shall be worked by employees on hourly wage without prior authorization from the Library Director.
2. As such every effort will be made to keep any overtime worked to a minimum, with a maximum of one point five (1.5) hours per pay period.

2.9.4 SALARIED EMPLOYEE OVERTIME

1. Any salaried employee not part of Management falls under this policy.
2. No overtime in excess of a typical work week shall be worked by salaried employees without prior authorization from the Library Director.
3. Overtime worked shall be defined by Alberta Minimum Standards and shall be paid out. All other overtime shall be banked as flex time to a maximum of one work week for that employee.
4. **(Form 2.9.4 Flextime)** to be used to bank flextime.
5. Flex time banked shall be taken as time off in lieu prior to taking annual leave.
6. One week of flex time banked may be carried over to be used the following year. Any amount exceeded will be paid at regular rate.

2.9.5 MANAGEMENT OVERTIME

1. A work week typically consists of thirty-five (35) hours for the Director and Assistant Director.
2. Time worked in excess of a typical work week is deemed overtime and shall be avoided unless necessary.
3. In circumstances of necessary overtime, it shall be banked (**Form 2.9.4 Flextime**) to be used as flex time. Banked time shall not exceed the equivalent of one work week.
4. Banked flex time must be taken prior to taking annual leave.
5. One (1) week of flex time may be carried over to be used the following year.
6. Any overtime exceeding one week requires approval from the Town of Morinville Library Board.

2.10 HEALTH & SAFETY

1. The Library Board wishes to promote a safe work environment for staff, in keeping with Policy #9 Occupational Health & Safety.
2. All injuries sustained while working will be reported immediately to Management and documented with **Form 2.10 Notice of Injury**.
3. Staff on Workers Compensation will be paid directly by the Workers Compensation Board and be temporarily taken off the payroll system.
4. For the staff protection, there will be no unauthorized entry to the library outside of the library's hours of operation. Staff will request access to the library during closed hours by presenting to the Management the reason why access is needed. Authorized staffs working in the building during off hours are responsible for maintaining the security of the building during their stay and for leaving the building secure.

Procedure: Any staff entering the library during off hours shall contact Management upon entering and exiting the building.

5. Shift scheduling shall have at least two (2) employees working during public hours.