

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 507
Title: Salary, Wages, Benefits and Holidays

Policy Statement:

All employees shall be adequately compensated for performing their duties in the library.

Guidelines and Procedures:

1. Upon commencing employment, the Board shall determine the library manager's salary and after a 6-month probationary period shall review the salary.
2. The following are declared as general holidays: (follow Employment Standards Government of AB)
 - a) New Year's Day January
 - b) Family Day 3rd Monday in February
 - c) Good Friday March/April
 - d) Victoria Day May
 - e) Canada Day July
 - f) Heritage Day August
 - g) Labour Day September
 - h) Thanksgiving Day October
 - i) Remembrance Day November
 - j) Christmas Day December
 - k) Boxing Day December
3. If an employee is required to work on a general holiday, they will be paid 1.5 times their wage.
4. As hourly paid personnel, library managers shall be paid general holiday pay as required by Employment Standards. Holiday pay shall be paid at an employee's regular rate for the number of hours usually worked on that day.
5. The Board will follow the approved salary grid for wage increases.
6. The Board shall review the library manager's or library assistant's salary yearly.
7. All employees shall be covered under the Workers Compensation Board, Canada Pension Plan and the Employment Insurance Plan.
8. Permanent fulltime (40 hours or 90% of hours of operation) employees shall be entitled to 1 ½ sick days for each calendar month of employment cumulative to a maximum salary continuation of 18 working days.

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