

Lib-05-002

Section: Tofield Municipal Library Staff

Title: Conditions of Employment

Approval Signature: _____

_____, Chair, Tofield Library Board

Latest Revised Date: _____

1. All employees and volunteers of the Tofield Municipal Library are covered under the Worker's Compensation Act. Employees are also covered under the Canada Pension Act, the Employment Insurance Act, and the Alberta Employment Standards Code and Alberta Employment Standards Regulation, covering benefits Such as statutory holidays, various types of leave, hours of work and rest periods, etc. (See Lib-05-008; Lib-05-009, Lib-05-010, Lib-05-0 11, Lib-05-013).
2. The library is a smoke-free workplace and the building in which the library resides is a smoke-free building.
3. The operating hours of the library vary, and employment may require that an employee work weekday, Saturday, and/or evenings, depending upon the employee's position and the need at the library.
4. The library recognizes the diversity of public service and is committed to providing a work environment where all individuals are treated with fairness, dignity and respect. The library endeavours to have a workplace free from personal harassment, sexual harassment, and the abuse of authority.
5. Probationary periods are an opportunity to learn if an employee is suitable for the position to which she has been appointed. The library's probationary period begins on the first day that a new employee starts work and lasts for three months.
6. Staff meetings will be held as required and will be organized by the library manager.