

Lib-05-003

Section: Tofield Municipal Library Staff

Title: Management Rights and Responsibilities

Approval Signature: _____

_____, Chair, Tofield Library Board

Latest Revised Date: _____

1. It is the exclusive right of the Board to operate and manage the business of the library in all respects, unless otherwise provided by the Library policies.
2. Without limiting the generality of the foregoing, the Board reserves all rights not specifically restricted or limited by the provisions of these policies including the right to:
 - a. Maintain order, discipline, and efficiency and make, from time to time, other rules and regulations to be observed by employees.
 - b. Direct the work force and create new classifications and work units, and to determine the number of employees, if any, needed from time to time in any work unit or classification, and to determine whether a position will continue or become redundant.
 - c. Hire, promote, transfer, lay off, recall, demote, discipline, suspend, or discharge for just cause; and appoint another member of staff to assume the duties of the manager in the absence of the manager.
3. The Library Board will ensure that deductions required by the Canada Pension Plan, Unemployment Insurance Plan, and the Canada Revenue Agency are deducted from the payroll and remitted for all employees as required by the Federal Government. This will be managed by the Town of Tofield as part of the payroll duties.
4. There shall be no discrimination, restriction, or coercion exercised or practiced with respect to any staff person or member of the Board, by means of race, colour, creed, national origin, political or religious affiliations, gender, sexual preference marital status, or age.
5. New employees will be given a tour of the facility and will be presented with an orientation package consisting of informational materials detailing the following aspects of the library: library background, Board structure, library association, community and provincial relationships, job descriptions, organizational chart, and master schedule.