

- i) Free access to all materials in the Lamont Public Library shall be provided to all users who are Public Library members.
- ii) Only users with a Lamont Public Library membership may borrow materials from the Lamont Public Library.
- iii) Children's choices shall be at the discretion of their parents or guardians, and are not the responsibility of the librarian, or the Library Board.

4.2 Hours of Service

The Public Library Board charges the librarian with the responsibility of maintaining the following hours of service to the public:

Regular Hours

Monday – Friday:	8:30 a.m. to 3:30 p.m. when school is in session
Tuesday & Thursday evenings:	5:00 p.m. – 8:00 p.m.
Wednesday:	4:00 p.m. – 7:00 p.m.

Tuesday & Thursday evenings:	5:00 p.m. – 9:00 p.m.
Wednesday:	12:00 noon – 4:00 p.m.

5. Physical Facilities

The Lamont Public Library is housed within Lamont High School as per the “Agreement for the Operation of Joint Community and School Library” approved _____, 2002 (see copy attached as Appendix 1).

6. Employer-Personnel Policy

6.1 Purpose

The purpose of this statement of policy is to acquaint the employees of the Lamont Public Library Board with the working conditions, benefits, responsibilities and duties of various areas of work within the organization and to establish harmonious and co-operative relations between the Library Board and its employees.

A. Definitions

- i) “Employee” shall mean all those specifically employed by the Lamont Public Library.
- ii) “Permanent employees” are employees who occupy permanently established positions and who have successfully completed a probationary period.

- iii) “Probationary employee” means an employee who during his/her initial period of employment occupies an established position during a period of probation.
- iv) “Casual employee” means an employee hired on an hourly basis to perform specific tasks, for fewer than 15 hours in any week, on an irregular basis.
- v) “Employer” shall refer to the Lamont Public Library Board.

6.2 Consideration for Employees

A. Appearance

Impressions left with the public are important. Therefore, while on duty, employees shall keep themselves neat and tidy, and dressed in a manner appropriate to the job.

B. Lateness and Absenteeism

Lateness may be unavoidable occasionally, and when this occurs, the employee will give reason to the librarian, before commencing work. Reason for absence shall be reported by telephone within the first two hours of the workday. Habitual or inexcusable lateness or absenteeism may be grounds for dismissal.

C. Discretion

All employees must be aware at all times of the terms and conditions of the F.O.I.P. (Freedom of Information and Protection of Privacy) Act.

6.3 Employer’s Reservations

- A. The employees recognize the right of the employer to hire, discharge, promote, demote, transfer, suspend or otherwise discipline any employee subject to the terms of this policy.
- B. The employees further recognize the undisputed right of the employer to operate and manage its business in all respects in accordance with its obligations and to make and alter, from time to time, rules, and any regulations to be observed by the employees, which rules and regulations shall not be inconsistent with the provisions of this policy.
- C. The employer, in terminating the employment of a permanent employee shall provide notice or pay in lieu of notice in accordance with the Employment Standards Act.

- D. The employer agrees not to discriminate against any employee on account of race, creed, colour, religion, gender or age.
- E. The employer bears no responsibility for employees who become incapacitated while gainfully employed by an employer other than the Lamont Public Library Board.

6.4 General Policies

- A. Failure of an employee to follow directives can result in suspension of up to five working days, or dismissal, upon approval of the Library Board.
- B. Employees may use their own vehicles for library business, on an occasional basis. A record of distances travelled and dates shall be kept for purposes of reimbursement, at a rate to be determined by the Board from time to time.
- C. Pay Days: all employees shall be paid on a monthly basis. Cheques shall be issued on the second-last banking day of the month.

6.5 Permanent Employment

A. Librarian

- i) The librarian shall be on probation for a period of three (3) consecutive months. The Board, in agreement with the employee, shall have the right to extend the probationary period but only to a maximum of six (6) months.
- ii) Before entering into a permanent employment relationship, the Board and librarian shall have an evaluation discussion covering areas of job description, library operation, performance, and Board/Staff relations.
- iii) Annual reviews of the librarian's performance, job description, and bi-annual salary shall be undertaken by the Board, and record kept of such a review and its results.

B. Other Employees

- i) The probation period shall be for three (3) months, or in the case of an anticipated period of employment of six (6) months or less (as in summer work, government-subsidized positions, etc.), then probation shall be a period of one (1) month.
- ii) Regularly scheduled (at least annual) evaluations of other

employees' performance, job description and salary shall be the responsibility of the librarian.

C. Termination of Employment

Employment may be terminated by the employer without prior notice during the probationary period.

D. Nepotism

- i) General: Employment shall be regulated to avoid potential favouritism or conflict of interest that may occur between employees who are related to one another. The spouse or any other relative of an employee or volunteer should not work in the Library where there is an opportunity to exercise favouritism or there is conflict of interest present for the employees involved. Conflict of interest can take many forms and if there is doubt in this area, contact the Library Board for an interpretation.
- ii) Direct supervision: An employee is prohibited from directly supervising his or her spouse or other relative. Direct supervision is considered to be supervision which involves assignment of duties, completion of rating forms or related responsibilities.

6.6 Hours of Work and Rest Breaks

- A. The normal working hours for the assistant librarian shall be eight (8) hours per week. Change from the above schedule shall be negotiated as required from time to time with the Board. Hours of employment shall be set by the Board.
- B. Hours of work for employees other than the librarian shall be set by the librarian in consultation with the Board.

6.7 Vacations

- A. A full-time permanent employee shall receive an annual vacation with pay in accordance with his/her years of employment as follows:
 - Three (3) weeks after one (1) year;
 - Four (4) weeks after eight (8) years.

- B. If a Statutory or declared holiday falls on or is observed during an employee's vacation period, he/she shall be paid the regular wage of that day.
- C. Permanent part-time and casual employees shall be paid 4% of their wage, as vacation pay, on each paycheque.

6.8 Statutory and Declared Holidays

- A. The Board recognizes the following as paid holidays for employees so affected:

New Year's Day	Remembrance Day
Family Day (for Alberta)	Thanksgiving Day
Good Friday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Civic Holiday (s) if declared
Labour Day	

- B. Temporary staff shall have worked 30 calendar days before being eligible for paid Statutory or Declared Holidays.

6.9 Health and Safety

Premiums are covered by the Town of Lamont.

6.10 Sick Leave

Lamont Public Library employees shall not receive any sick leave benefits.

6.11 Leave of Absence

- A. A permanent employee shall be granted three (3) regularly-scheduled consecutive work days' leave without loss of salary or wages, in the case of the death of a parent, spouse, common-law spouse, brother, sister, child, mother-in-law, father-in-law, or grandparent. Where the burial occurs outside the province, the Board may grant such additional time, not to exceed four (4) calendar days, as may be necessary.
- B. The Board shall grant leave of absence without loss of seniority to an employee who is required by law to serve as a juror or appear as a witness in any Court. The Board shall pay such an employee any

difference between his/her normal earnings and the payment received for service as juror or witness, including payment for travelling, meals or other expenses. The employee will present proof of service and amount of pay received.

- C. One-half (1/2) day shall be granted without loss of salary or wages to attend a funeral as a pallbearer provided notice in writing is given twenty-four (24) hours in advance.
- D. Leave with pay, for reasons of professional development shall be allowed at the discretion of the Board, to a maximum of ten (10) working days per annum.
- E. Leave of absence without pay shall be considered by the Board as required.

6.12 Termination of Employment

As per currently in-force regulations.

6.13 Job Description: Assistant-Librarian

Job title: Assistant-Librarian.
Supervisor: Responsible to the Lamont Public Library Board.
Summary: A person to work with the librarian-in-charge in all aspects of operation of the library.
Wage: As commensurate with wage schedule for Elk Island Public Schools (see Appendix 2 Salary Schedule)

6.14 Expenses For Staff

- A. Continuing library-related education and training for staff, both paid and volunteer, shall be supported and encouraged by the Board. Where subsidies and/or grants are not available to cover costs of the above, the Board shall pay for registration and travel costs as the budget allows. This shall apply to workshops, conferences, professional meetings and other such training programs as shall be approved by the Board.
- B. Other costs incurred on library-related business may be considered on an individual basis.
- C. Staff Honoraria – School Librarian - \$250.00
Public Librarian - \$250.00

6.15 Volunteers

- A. The recruitment, engaging, training and supervision (including regular evaluations) of volunteers and volunteer activities, shall be the responsibility of the Volunteer Coordinator. The Volunteer Coordinator may be the librarian, another staff member, or a volunteer.
- B. Provision should be made for maintenance of personnel records, job descriptions, re-training, probation period, etc. for volunteers.
- C. Suggested guidelines for qualifications of volunteers are:
 - i) Age: Fifteen (15) years or older for work at the Circulation Desk;
 - ii) Education: sufficient to meet the demands of a particular position;
 - iii) Skills: suitable to the position;
 - iv) Probation: Fifteen (15) hours work, or nearest equivalent, in the job specified;
 - v) Term of employment: the volunteer should demonstrate a willingness to make a commitment of at least three (3) hours monthly, for a period of six (6) months or more, or for the duration of a specific program, as appropriate.

6.16 New Board Members

- A. New Board members will meet with the Board Chairperson or other Board members to explain how the meeting runs until adequately acquainted.

7. The Library And The Community

A. Public Relations

- i) The Board recognizes that a public relations involves every person who has any connection with the library. The Board urges its own members and all staff members to realize that he or she represents the library in every public contact.