

Vilna & District Municipal Library Board Policy Manual

Category: Personnel

Policy Number: 507

Title: Salary, Wages, and Benefits

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:
 - a. New Year's Day
 - b. Family Day
 - c. Good Friday
 - d. Easter Monday
 - e. Victoria Day
 - f. Canada Day
 - g. Heritage Day
 - h. Labour Day
 - i. Thanksgiving Day
 - j. Remembrance Day
 - k. Christmas Day
 - l. Boxing Day
3. When a holiday falls on a workday, the employee shall receive a day off with pay.
4. If an employee is required to work on a general holiday, a day off in lieu shall be granted.
5. As an hourly paid employee, the library manager shall be paid general holiday pay providing they have worked thirty (30) days prior to the statutory holiday in the preceding fifty-two (52) weeks. Holiday pay shall be paid at an employee's regular rate for the number of hours usually worked on that day.
6. The Board may consider an annual cost of living increase.
7. The Board may review the library manager's salary in conjunction with his/her biannual performance appraisal.
8. In the absence of the Library Manager, a volunteer may perform his/her duties. The library board may pay that volunteer an honorarium.
9. All employees shall be covered under the Worker's Compensation Board, Canada pension Plan, and the Employment Insurance Plan.

Date Approved: January 2, 2021

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