

COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL

Category: Personnel

Policy Number: 508

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 employee's salary and after a 6-month probationary period shall review the salary.
2. The following are declared as general holidays:

2.1 New Year's Day	January
2.2 Family Day	February
2.3 Good Friday	March/April
2.4 Easter Monday	March/April
2.5 Victoria Day	May
2.6 Canada Day	July
2.7 Heritage Day	August
2.8 Labour Day	September
2.9 Thanksgiving Day	October
2.10 Remembrance Day	November
2.11 Christmas Day	December
2.12 Boxing Day	December
3. When a holiday falls on a Saturday or Sunday, the following workday(s) shall be declared a holiday in lieu.
4. If an employee is required to work on a general holiday, a day off in lieu shall be granted.
5. As hourly paid personnel, employees shall be paid general holiday pay providing they have worked thirty (30) days prior to the statutory holiday

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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 will consider an annual cost of living increase.
7. The Board shall review the employee's salary in conjunction with his/her biennial performance appraisal.
8. In the absence of library staff, a volunteer may perform his/her duties. The Library Board may pay that volunteer an honorarium.
9. All employees shall be covered under the Workers Compensation Board, Canada Pension Plan and the Employment Insurance Plan.

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