

The Elk Point Municipal Library Board
Personnel Policy - Conditions of Employment, performance Evaluation, Grievance

Conditions of Employment

1. Hours of work need to be flexible to cover the range of library hours of opening. The Library Manager will make the work schedules in consultation with employees.
2. Full-time employees will be entitled to one paid lunch break and two paid fifteen-minute breaks (normally one before lunch and one after lunch) per day. Part-time employees will receive breaks in accordance with Alberta Employment Standards.
3. Full-time employees will receive paid vacation time same as the town or at the discretion of the board. Part-time employees shall receive vacation time and vacation pay in accordance with Alberta Employment Standards. Vacation time shall be awarded on the employee's anniversary date. The chair, or in his/her absence any other officer of the board, may approve vacation time for the library manager. The library manager or her designate shall approve vacation time for all other employees.
4. Full-time employees may take up to 10 days per year as paid sick leave, replenishing each year on the employee's anniversary date. Part-time employees shall earn sick leave time at the rate of one-quarter ($\frac{1}{4}$) of the number of hours in an employee's normal workweek for each calendar month in which the employee has received pay for at least twice (2) the number of hours in the employee's normal workweek. Part-time employees may claim up to 10 sick days per calendar year from these credits.
 - a. After the third consecutive workday absent from work, employees must produce a doctor's note.
 - b. Any employee may also take up to three consecutive days of paid sick leave to care for an ill family member.
- S. Any Town of Elk Point employee may take up to five days bereavement leave following the death of the employee's spouse; or the death of the child, mother, father, brother, sister, grandmother, grandfather, aunt, uncle, or cousin of the employee or the employee's spouse.

"Employee's spouse" shall include the husband, wife, common-law spouse or same-sex spouse of the employee. "Child" shall include biological children; adoptive children, or foster children.

If the employee must travel an extended distance to attend a funeral, additional leave may be granted at the discretion of the library manager.

Performance Evaluation

6. The primary purpose of performance evaluation is to compare actual results with desired results and to design action plans for the future. The essence is guidance, mentoring, and development for continuing improvement. It is also an opportunity to thank employees for their efforts on behalf of the library. The Library Board is an employer, and so it must take steps to evaluate its employees on a regular basis.
7. All employees, including the manager, should be evaluated at the end of their six-month probation period. They should then complete the Performance Evaluation Form with their supervisor once a year. However, performance conversations should also be taking place throughout the year, as described in Section C of the Performance Evaluation Form.
8. The Library Manager shall be evaluated by the Chairperson of the Board.
9. The Library Manager will meet with the chairperson and they shall complete the evaluation form together. The complete evaluation form shall then be placed in the Library Manager's personnel file.

10. The Library Manager is responsible for evaluating the other library staff. All staff will interview with the Library Manager, and they will complete the evaluation form together. The complete evaluation form shall then be placed on the staff member's personnel file.
11. The Library Manager is responsible for evaluating the library volunteers. All volunteers will interview with the Library Manager, and they will complete the evaluation for together. The completed evaluation form shall then be placed in the volunteer's personnel file.

Grievance Procedure

12. An employee who has a grievance or concern related to his employment in the library should first discuss the concern with the Library Manager in an attempt to resolve the matter. If the Library Manager has a concern, she should discuss the matter with the Library Board Chair.
13. If the grievor and the Library Manager or the Library Manager and the Board Chairperson cannot resolve the issue, a full written record of the concern should be made to the Library Board within 15 days of the discussion.
14. The Library Board will then refer this matter to the Personnel Committee of the board. This committee shall review the matter and make a recommendation to the Board.
15. The Board should make a decision regarding the grievance. A written record of this decision should be forwarded to the grievor within 30 days of the original written concern being received.
16. If the response or decision of the Library Board is unsatisfactory to the grievor, he/she has the right to appeal to other organizations as applicable:
 - a. Alberta Employment Standards: Contact for issues related to hours or work, holiday pay, days off, maternity and parental leave, overtime hours, vacation, wage payment, and employee termination.
 - b. Occupational Health and safety: Contact for issues related to workplace safety, including working alone.
 - c. Office of the Information and Privacy Commissioner of Alberta: Contact to make a request for your personal information under the FOIP act. For more information about the FOIP act, contact Services Alberta.
 - d. Alberta Human Rights Commission: Contact for questions regarding discrimination in the workplace.