

Personnel Policies

P-101 Employment Practices

REVIEWED:	June 2024
REVIEW PERIOD:	Annually

The authority and responsibility for the selection, appointment, promotion, dismissal, or other disciplinary action of the Library Manager is that of the Library Board. The library board will follow the Alberta Employment Standards Code, and any relevant Provincial and Federal Legislation.

APPOINTMENTS AND HIRING

- 1.1. All applications will be treated with the strictest confidence.
- 1.2. The Personnel Committee shall recommend to the Board, individuals for the position of Library Manager. Hiring of all other employees is the responsibility of the Library Manager, in consultation with the Personnel Committee.
- 1.3. In all hiring situations, the successful candidate will be notified by telephone. An offer letter outlining the starting date and terms of employment will confirm the appointment. All unsuccessful candidates who have been interviewed will be notified by telephone.
- 1.4. As a condition of hiring, all staff will undergo criminal reference and intervention record checks.

NEPOTISM

- 1.5. Employments shall be regulated to avoid favouritism and nepotism that may occur between employees.
- 1.6. An employee is prohibited from directly supervising immediate family. Direct supervision involves assignment of duties, completion of performance review or related responsibilities.

PROBATION

- 1.7. All employees shall complete a probationary period of 3 months. The Board shall retain the right to extend the probationary period of the library manager to a maximum of 1 year. The library manager shall retain the right to extend the probation of all other employees to a maximum of 1 year.
- 1.8. At the end of the probationary period an evaluation of the employee's work performance shall be done. Should an extension of probation be needed it will be decided then.
- 1.9. Upon promotion, an employee enters a new probationary period of 3 months.

RESPONSIBILITIES OF STAFF

- 1.10. Every employee is a public relations officer for the Library and has an important role to play in developing and maintaining good public relations. All employees will be well groomed and properly dressed in a manner appropriate to the job.

DISMISSAL OR TERMINATION

- 1.11. The library manager may be dismissed or suspended by the Board.
- 1.12. Staff may be dismissed by the library manager for incompetence, constant documented rudeness to patrons and/or staff, noncompliance with library policies and procedures, frequent unexplained absences from duty, or conduct which is criminal.
- 1.13. The library manager and staff will be given a verbal notification followed by a written statement within one week of dismissal
- 1.14. The library manager and staff may make a written appeal to the charges and may request a hearing before the board
- 1.15. The library manager and staff will be given written termination notice or termination pay, or a combination of the two in accordance with the Alberta Employment Standards Code²

RESIGNATIONS

- 1.16. As per the Alberta Employment Standards Code, an employee is required to provide written notice of resignation of at least:
 - One (1) week if employed more than 90 days but less than two (2) years.
 - Two (2) weeks if employed two (2) years or more

SALARIES

- 1.17. A salary range will be established for all salaried positions that is in appropriate relation to both the external market and the relative internal ranking.
- 1.18. Salaries upon hiring will be based on the successful applicant's experience and qualifications as well as general market conditions.
- 1.19. Movements within each salary range will be based upon the overall performance of the incumbent as determined by a performance review that will be conducted prior to the end of their probationary period and annually thereafter. The review will cover the accomplishments of established goals, the competencies and behaviors of the incumbent and overall job performance with input from the incumbent and others such as internal and external clients.
- 1.20. All staff will be eligible for an increase of one step dependent upon their performance. In no case will the maximum of the salary range be exceeded.
- 1.21. Performance increases will be made by the manager. In the case of the manager, the recommendation and approval will be by the library board.
- 1.22. Overall salary ranges and other areas of compensation such as benefits will be surveyed annually by the library board. The survey will examine the overall compensation provided to jobs of relatively equal responsibility.
- 1.23. In no case will any increase be given unless substantiated by good performance
- 1.24. If an employee is on leave for more than six (6) months, the grid movement for performance is subject to review by supervisor and or management.

HOURS OF WORK

- 1.25. Total hours of work for staff are determined by the library manager
- 1.26. Each employee shall have a paid 30-minute rest period during each shift more

² Appendix 2 – [Alberta Employment Standards Code Section 54-58](#)

than five (5) consecutive hours of work and a paid 30 minute on site lunch/supper break as applicable

1.27. The library manager shall set work schedules for all staff and must give 24 hours notice for shift changes

1.28. Hours of work for the library manager and library staff shall include attendance at Board and committee meetings if required to attend

OVERTIME

1.29. Time should be arranged so that overtime is not accumulated

1.30. Except where there is a written overtime agreement, the library will pay an employee overtime pay at 1.5 times the employee's regular wage rate for all overtime hours worked. Time worked beyond the employment agreement is considered overtime payable at a rate of 1.5 hours per overtime hour

1.31. Overtime is all hours worked over 8 hours a day or 44 hours a week, whichever is greater (8/44 rule)

MANAGEMENT RIGHTS

1.32. The employee acknowledges that it is the exclusive right of the employer to operate and manage the business of the Vermilion Public Library in all respects unless otherwise provided in the Personnel Policy

1.33. The employer reserves all rights, not specifically restricted or limited by the provision of these policies, including the right to:

- Maintain order, discipline and efficiency
- Establish rules and regulations to be observed by the employees.
- In consultation with the library manager, create new classifications, work units, and determine the number of employees
- Determine if a position will continue or become redundant.
- Hire, promote, transfer, layoff, recall and demote, discipline, suspend or discharge

EMPLOYEE RIGHTS

1.34. The employee has the right to consult with the library manager in the day to day running of the library, and in all matters relating to their employment

1.35. The library manager shall be consulted regarding all staffing matters

1.36. The board recognizes the desirability of ongoing professional education and will make reasonable offers to facilitate this for their employees

RESPONSIBILITY OF IMPLEMENTATION

1.37. The personnel committee is responsible for the development of personnel policies

1.38. The library manager, under the supervision of the Board, shall be responsible for the implementation of the Personnel Policy

1.39. The library manager will be responsible to the Board for necessary decisions between board meetings

LEAVE OF ABSENCE

1.40. All leaves of absence by the library manager and staff shall require a written notice for

- approval
- 1.41. An employee who is required to take a leave of absence as a condition of employment will have their years of services calculated without deducting the leave period
- 1.42. Vacation pay is not accumulated during a leave of absence

STATUTORY HOLIDAYS

- 1.43. Employees who have worked thirty (30) days during the preceding twelve (12) months prior to recognized statutory holidays shall be entitled to a day off with pay if a named holiday falls on a day that would, but for a named holiday, have been a working day for an employee, the Board will pay to the employee holiday pay at least equal to his/her regular hourly wage
- 1.44. If a general holiday falls during an employee's annual paid vacation on a day they would normally have worked, the paid vacation is extended by one day, or the library manager can agree to give the employee a different day off with pay before their next annual vacation

ANNUAL VACATION

- 1.45. Vacation entitlement for full time employees will be the following:
- After the first year of continuous full-time employment, vacation entitlement is two (2) weeks
 - During the second until fifth year of continuous full-time employment, vacation entitlement is four (4) weeks
 - Maximum vacation entitlement shall be four (4) weeks
- 1.46. Vacation entitlement for part-time employees will be the following:
- After the first year of continuous part-time employment, vacation entitlement is 4% of regular wages during the first four (4) years of employments
 - After four (4) years of continuous part-time employment, vacation entitlement is 6%
- 1.47. Vacations must be taken within twelve (12) months of being earned or as agreed by the library manager and employee, maximum vacation carryover shall not exceed four months of the common anniversary date
- 1.48. The first-year entitlement shall be calculated from the date the employee commences service to April 30th
- 1.49. The second and ensuing years entitlement shall be calculated for the period January 1 to December 30 with January 1 being recognized as a common anniversary date for all employees

SICK BENEFITS

- 1.50. Each permanent or probationary employee of Vermilion Public Library, who has been in the employ of the library for a period of twelve (12) months, shall be entitled to twelve (12) work days of sick leave with pay per fiscal year. Such sick leave shall be extended to an employee ill at work or requiring time off for the purposes of attending a dental, physiotherapy, optical, or medical appointments or illnesses of a spouse or dependent. New employees will be entitled to one (1) day per month commencing the 4th month they are first employed.

- 1.51. Any employee who exceeds their max sick days for the year will use their accrued overtime first and then the accrued vacation in that order.
- 1.52. If a permanent or probationary employee should not find it necessary to take advantage of the twelve (12) days of sick benefits allowed prior to December 31, of each year, then the number of such days remaining shall not accrue nor be paid out.
- 1.53. If a permanent or probationary employee shall require sick benefits for a period of more than three (3) consecutive days or less than eight (8) consecutive calendar days, such permanent or probationary employee, within a period of one (1) week from the date of returning to work, shall file a written certificate as to the illness by a duly qualified Physician or Surgeon with the manager which is to be attached to the employee's time sheet for that time period. This requirement may be waived at the discretion of the library manager.
- 1.54. Management will have the discretion of requesting documentation or confirmation of any appointments being used under this sick benefit.

BEREAVEMENT LEAVE

- 1.55. A permanent or temporary employee shall be granted bereavement leave without loss of pay up to three (3) working days in the event of the death of an immediate family member of the employee
 - 1.55.1. Where the burial occurs outside the province, such leave shall also include reasonable traveling time, not to exceed (5) days in total paid leave
- 1.56. A permanent or temporary employee shall be granted one half (½) day leave without loss of salary or wages to attend a funeral providing notice to the library manager is given 24 hours in advance
- 1.57. Extended leave may be granted at the discretion of the board.

MATERNITY AND PARENTAL LEAVE: PERMANENT EMPLOYEES

- 1.58. To be eligible for maternity or parental leave full and part-time staff must have 90 days of continuous employment
- 1.59. Birth mothers can take up to (16) sixteen weeks of unpaid maternity leave. Leave can start any time within the 13 weeks leading up to the estimated due date and no later than the date of birth.
- 1.60. Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. Leave can start any time after the birth or adoption of a child but must be completed within 78 weeks of the date the baby is born or placed with the parents.
- 1.61. Employees must give at least six (6) weeks written notice to start maternity or parental leave unless the medical condition of the birthmother or child makes it impossible to comply.
- 1.62. In the case of adoption, employees must give at least six (6) weeks written notice to

start parental leave unless the date of the child's placement with the adoptive parents was not foreseeable

- 1.63. Employees must provide written notice to return to work or to change the date they will be returning to work. This notice must be provided at least four (4) weeks before the end of the leave to which the employee is entitled
 - 1.63.1. If an employee fails to provide the required notice or fails to report to work the day after the leave ends, the employer does not have to reinstate the employee unless the failure to notify is due to unforeseen or unpreventable circumstances
- 1.64. A pregnant employee shall be allowed to remain on the employee benefit plans providing the benefit company is agreeable and the total employer and employee portion of the premium is paid in advance by the employee.
- 1.65. An employee is entitled to a health-related leave (sick leave) provided the benefit company is agreeable and is supported by a medical certificate and the employee is in receipt of Employment Insurance maternity benefits for the health-related leave. This leave will "top-up" the Employment Insurance benefits equal to the weekly indemnity payment.
- 1.66. The health-related portion of the maternity leave will be considered part of the fifty-two (52) weeks available to employees; therefore, it will not lengthen the maximum maternity leave

WORKERS COMPENSATION

- 1.67. Each employee of the Library is covered by Workers Compensation as to job related accidents and shall receive benefits directly from the Workers Compensation Board if the Workers Compensation Board recognizes the claim as a valid claim.
- 1.68. If an employee shall desire to have accident benefits from an injury as a result from gainful employment in the course of the employee's duties, the procedure that must be followed is:
 - i. The worker should seek first aid or medical attention immediately;
 - ii. The employer should be notified as soon as possible and given full details, nature of the injury, time, place, names of witnesses; and
 - iii. Report the accident to the payroll department so an "Employer's Report of the Accident" and an "Employee's Report of the Accident" may be filled in and sent to the manager.
- 1.69. If an employee receives benefits directly from the Workers Compensation Board the employee will be entitled to receive Employee Benefits for one (1) year plus one (1) month for every year of service in a lifetime from the employer, providing that the employee contributes their portion of the benefits.
- 1.70. If the employee wishes to terminate their employment they would be entitled to a cash pay-out equivalent to the employer's portion of Employee Benefits for one (1) year plus one (1) month for every year of service in a lifetime upon mutual agreement between the Employee and Management.

- Torn or unclean clothing
- Clothing with profane or offensive logos

EMERGENCIES

- 1.83. In the event of disruption of library services due to any emergency, employees will notify the library manager and/or Board Chairperson immediately.