

BACKGROUND

Library staff are the Library's most valuable resource. These policies are established to help in the hiring and retention of the best possible staff and help establish good staff morale. Many of these policies are equally applicable to volunteers.

POLICY

The Town of Bruderheim Library Board shall maintain policy on personnel, including job descriptions, qualifications for staff positions, working hours and conditions of employment, and if applicable, a grievance procedure.

GUIDLINES

1. All personnel procedures are in accordance with the Employment Standards Code.
2. Personnel shall be hired to manage the daily affairs of the Library thereby ensuring consistency of operations.
3. The duties and conditions of employment shall be as listed in the present policies as drawn up by the Board.
4. Performance appraisals will be conducted as the Board sees fit.

PROCEDURES

Hiring – Library Manager and Assistant Library Manager

1. Internal and external advertising shall be done simultaneously.
2. In making appointments to positions the following will be of primary consideration: Ability, qualifications, training, experience and an appreciation of literature.
3. The Library Board will review all applications for the position of Library Manager and for the Assistant Library Manager.
4. The Library Board may appoint a screening committee who will present a short list to the Library Board.
5. The Library Board shall have final decision on the accepted appointment.

Working hours and conditions of employment

1. The Library Manager is to be paid a monthly amount agreeable to the Library Board and the Library Manager.
2. A staff development policy shall be maintained by the Town of Bruderheim Library Board.
3. Assistant Library Manager to be paid an hourly rate as set out by the Library Board.
4. Job descriptions for Library Manager to be reviewed as the Board sees fit. *Appendix B1*
5. Job descriptions for Assistant Library Manager to be reviewed as the Board sees fit. *Appendix B2*

Grievance Procedure

1. An employee shall grieve to the Library Manager, with final recourse to the Board.
2. An employee with a grievance will submit the grievance to the Library Manager, in writing, within ten (10) working days of the occurrence.
3. The Library Manager will make her/his decision within ten (10) working days of notification.
4. The Board will make a decision at the next scheduled Board meeting.