

Personnel Policy

Passed: September 2016

1. Personnel Committee

- 1.1. To be composed of the Chair and at least two other Trustees - standing committee
- 1.2. Their responsibility shall be to meet as required with the Administrator to review salary ranges, working conditions, expense rates, personnel policy, staff problems and other matters pertaining to personnel.
- 1.3. The committee in consultation with the Administrator, may make recommendations to the Board.

2. Probation Period

- 2.1. All new staff members, regardless of positions, will be employed on the basis of three months' probation from the date of employment. During this period, the Association must give a 15-day notice to terminate, except in the cases where an employee may be dismissed for just cause. (refer to Sect.3-c)
- 2.2. The Administrator will prepare a written evaluation of the staff member at the end of the three-month probationary period.
- 2.3. Staff shall have reasonable access to their personnel file.

3. Termination of Employment / Disciplinary Action

- 3.1. All employees are requested to give a minimum two weeks' notice of terminations of employment.
- 3.2. Except for short-term project employees, who are aware of the duration of their employment upon being hired, all employees must be given a minimum two weeks' notice of termination by the Association or pay in lieu of. This may not apply if the employee is dismissed for just cause.
- 3.3. Situations which may result in suspension or discharge of an employee are as follows:
 - 3.3.1. negligence or dereliction of duty.
- 3.4. The Administrator shall discuss the matter with the employee and receive a verbal or written assurance from the employee that the matter will be corrected. If the Administrator is still dissatisfied as a result of the representation by the employee, they may either:
 - 3.4.1. verbally reprimand the employee, and this shall be kept on file for one year after the reprimand, and then stricken.
 - 3.4.2. suspend the staff person without pay for a period not to exceed two weeks
 - 3.4.3. dismiss the staff person with a minimum of two weeks notice, or pay in lieu.
- 3.5. If the board is dissatisfied with the Administrator's standard of work, the Administrator shall be notified in writing of a time and a place to meet with the Personnel Committee to review the situation.

4. Grievance Procedures

- 4.1. The employee shall discuss the problem or grievance with the Administrator.
- 4.2. If the problem cannot be resolved at this level, the employee may request in writing, a review of the situation with the Personnel Committee who will bring the matter before the Board.

5. Salaries and Pay Positions

- 5.1. All Library Positions will have written job descriptions which will be used for position evaluation and salary review. Similar public and private sector jobs will be recognized in establishing equitable wages and benefits. A pay equity procedure will be established.
- 5.2. Payroll will be established monthly. Automatic deposit will be made an option. Yearly salary is divided into monthly payments.
- 5.3. Payroll advances to a maximum of wages earned may be made to staff members at the discretion of the Administrator. Any advances shall be repaid from the next paycheck.

6. Hours of Work

- 6.1.1. The Administrator is to schedule working hours. Each employee is required to submit a monthly time sheet to the Administrator.
- 6.1.2. Compensation for extra hours worked, not covered by the Employment Standards Act, may be paid at the employee's regular rate of pay, taken as time in lieu, or banked. In the case of the Chief Librarian/Administrator, the Chair or any of the signing authority Board members will authorize the payment or time in lieu by initialing the time sheet.

7. Training / Conferences

- 7.1. Where an employee is absent from his/her normal duties attending a conference or undergoing training, prior approval must be obtained from the Administrator to determine if the training is relevant to the employee's normal duties and will be considered in lieu of normal working hours for purpose of salary. The employee should bring this matter to the Administrator a minimum of two weeks before the expected travel/training.

8. Safety

- 8.1. All employees should be alert to unsafe conditions and report such to the Administrator

9. Family Employment

- 9.1. No member of a current Board Trustee's family may be employed in the Library. The Board of Trustees may waive this rule by a 75% majority vote at a regular meeting.

10. Employee Benefits

10.1. Vacation Pay

- 10.1.1. Part time employees who earn up to \$100.00 per annum, shall receive 4% vacation pay
- 10.1.2. Employees who earn in excess of \$100.00 per annum - first 5 years - 4%; after 5 years - 6%; after 9 years 8%
- 10.1.3. January of the year in which Day One of employment falls, shall be the day of implementation of a change in rate.
- 10.1.4. Vacation notice should be submitted one month in advance.

10.1.5. Vacation leave may be taken at any time subject to the operational requirement of the library.

10.2. Paid Holidays

10.2.1. Statutory holidays are recognized as paid holidays.

10.2.2. Part time employees will be paid as per Employment Standards rate - total wages in 30-day period divided by 15, provided they have worked the day preceding & following

10.3. Sick Leave

10.3.1. Full time employees are entitled to 1.5 regular working days per month. These days may accumulate to a total of eight (8) work weeks to be used in case of serious illness. Accumulated sick leave will not be paid out at retirement.

10.3.2. Part time employees are entitled to four (4) days per year. Number of paid hours will depend on scheduled hours.

10.3.3. A Doctor's certificate may be required for sick leave absences in excess of three (3) working days.

10.3.4. Employees shall draw from their accumulated sick leave credits for the purpose of Doctor's appointments. Time will be calculated in blocks of 30 minutes for in-town visits.

10.4. Bereavement Leave

10.4.1. An employee may be granted up to five (5) regular scheduled consecutive work days leave without loss of salary to attend the funeral or memorial service of a parent, spouse, brother, sister, child, grandparent, mother, father, sister, brother-in-law, or grandchild. Reasonable leave of absence without pay will be granted for travel and/or estate affairs.

10.5. Medical/Dental Benefits

10.5.1. Full time and part time employees will be paid at nine percent (9%) of their gross annual income in lieu of Medical/Dental benefits, Accidental Death & Disability, Long-term Disability, Life Insurance

10.6. Pension

10.6.1. Employees who are scheduled for twenty-four (24) or more hours per week will be paid a percentage of their annual wage monthly in lieu of a pension plan, calculated on the gross salary at the rate of 6.5% year one; 7.5% year two; 8.5% year three; 9.5% year four; 10% year five of employment.