

Personnel Policies

The following are some sample personnel policies:

Lacombe Public Library

Town: Population in 2001 9,252

Policy 1.O: Personnel

1.1 Authority, Responsibilities and Purpose:

- 1) By authority of *Libraries Act Regulation: 11.3, Section 40 of "The Alberta Libraries Act"*; a municipal library board shall establish policies with respect to the following.
 - a. Personnel, including job descriptions and performance appraisals for employees, qualifications
for staff positions, working hours and conditions for employment.
 - b. Orientation and continuing education of trustees and staff, including expenses for attendance at library meetings, conferences, work shops and courses and for memberships in library associations.
- 2) Personnel policies are recommended by the Librarian and approved by the Board according to procedures prescribed by the provisions of The Alberta Libraries Act, and the Bylaws of the LPL Board.
- 3) The Librarian is responsible for the implementation of policies.

1.1.1 Statement of Intent:

- 1) The Lacombe Public Library (LPL) Board has the responsibility for setting the standards & policies to ensure a work force that can carry out the functions required by the Board.
- 2) The LPL shall be staffed by suitably qualified staff with the knowledge and ability to help Library users find information and provide service according to their needs and interests within the ability of LPL to provide for these needs and services.
- 3) The LPL aims to be a fair and safe workplace.
- 4) LPL also provides personnel with opportunities to use their skills to achieve further development.

1.1.2 Definition of Staff:

- 1) Staff is defined as any person, either paid or volunteer, who is entrusted with the security and/or operation of the LPL in the course of provision of Library service to the community.
- 2) Volunteers shall be bound by the same standards of conduct, obligations, and policies as are paid staff, and can expect in return the same treatment as to orientation, job training, job descriptions and possible access to opportunities for further skill development upon board approval and available budget.

1.1.3 Employment and Authority:

- 1) All paid staff are considered to be employed by the LPL Board, which established all personnel policies in accordance with the Alberta Employment Standards Code and the Individual Rights Protection Act.
- 2) The Alberta Employment Standards Code shall be available on the premises.
- 3) Employees are covered under the Workers' Compensation Act, as the Act may apply.

1.2 Conditions of Employment

1.2.1 Appointment:

Written notice specifying details of the appointment and terms of employment, a copy of the Personnel Policy, appropriate job description or, where applicable, a copy of a contract shall be given to each employee. Employment is conditional on acceptance of the terms contained.

1.2.2 Orientation:

New employees shall be given orientation and training consisting of an introduction to all staff by their supervisor; an overview of LPL's missions, goals and objectives, services, and organization; and provided with access to the LPL policy manual.

1.2.3 Employee Obligations:

To be familiar with the mission, goals, and objectives of the LPL, and the contents of the LPL Policies and Procedures Manual.

1.2.4 Job Description

- 1) A job description must exist for each position and must be in existence prior to any advertisement of a position and available to any candidate applying for a position.
- 2) Job descriptions are reviewed as part of the performance appraisal process and are required to be updated annually. It is the responsibility of the Librarian, to maintain an updated job description for each position, to be attached as part of Schedule A to this Policy.
- 3) If staff time is allocated to more than one program area, the job description should reflect this.
- 4) The job description for the Librarian is revised and ratified as required by the Board. The job description is attached as part of Schedule A.

1.2.5 Expectations of Conduct:

- 1) Since operations are dependent upon friendly cooperation and understanding between the Board, staff, clients, funding jurisdictions, Parkland Regional Library and many other agencies and organizations, it is imperative that all personnel make every effort to be of service and to foster a continuing climate of mutual respect, understanding, and cooperation.

- 2) Staff is expected to maintain an orderly work area and ensure that the business of LPL is carried on in an efficient manner. Similarly, documents that are property of LPL should be appropriately filed and accessible in an efficient manner.
- 3) Staff is expected to report for work dressed and groomed in an appropriate way for their work, and appropriate to this place of business. The Librarian will discuss dress with employees who are inappropriately dressed.
- 4) Employees are expected to inform their supervisor of any changes in personal status, which may affect benefits, as well of personal address and phone number.

1.2.6 Lateness and Absenteeism:

- 1) Employees are expected to make every effort to be at their workstation at the time agreed upon with their supervisor. If employees are not able to report for work as scheduled, they shall notify the Librarian or person in charge, as early in the day as possible, and shall make up the time. In the event of consistent lateness or absenteeism, the supervisor is expected to ascertain the reason and take steps to solve the problem. Continued excessive lateness or absenteeism will be recorded in the employee's personnel file and may result in disciplinary action.
- 2) The staff member who receives a message regarding an employee's absence is responsible for informing the appropriate supervisor as soon as possible.
- 3) If an employee is absent for than more than three days, a medical certificate may be required.

1.2.7 Inclement Weather or Other Transportation Difficulties:

Employees are expected to make every possible effort to report to work, even under adverse conditions. If an employee is unable to report to work because of weather, that employee is responsible for informing the Librarian one-hour before the start of the shift. It is the Librarian's responsibility to ensure coverage of that shift. The Librarian is responsible to arrange for employee and public notification in the event of unforeseen closures.

1.2.8 Grievance Procedure:

- 1) An employee having a grievance arising from the interpretation, application, operation or alleged violation of the Conditions of Employment, or other matter(s) relating to his/her employment, should first discuss the subject of the proposed grievance with the Librarian in an attempt to resolve the matter.
- 2) If the employee and the Librarian cannot resolve the grievance, a full written record of the complaint should be made to the Chairperson of the Library; the Library Board shall act as the Grievance Committee.
- 3) If an employee is not satisfied with the decision received from the Grievance Committee, he/she has the right to appeal to the Alberta Labor Relations Board.

1.3 Hours of Work and Remuneration:

1.3.1 Hours of Work:

- 1) Hours of work for the Librarian shall be set by the Board and defined in the employment contract according to the service needs as determined by the Board. *Current minimum requirements are attached as Schedule B, and are specified along with Terms of Employment in Employee Contract.*
- 2) Hours of work for the positions of Assistant Librarian, Clerk, Programmer, and Page are determined according to need and at the direction of the Librarian. *Current hours of work for each position are attached as part of Schedule A but may be varied by the Librarian, according to need.*

1.3.2 Payment of Wages and Salaries:

- 1) Wages and salaries shall be paid according to Schedule C.
- 2) The Board shall review wages no later than January 31 of each year for the upcoming year's budget. At the Board's discretion, with consideration for performance appraisals, budgetary limits, and cost of living changes, wages may be adjusted at this or any time.

1.3.3 Travel Allowance and Expenses:

- 1) Travel expenses may be paid to employees using their own automobiles for Library business at the approved rate, according to regulations and schedules set out by the Board in schedule D.
- 2) The Librarian and/or the Board must authorize each trip.
- 3) Approved out-of-pocket expenses, supported by receipts as appropriate, or at a flat fee at rates set by the Board, may be paid to employees on Library business.

1.4 Benefits:

Full time staff may participate in the Lacombe Public Library benefit package as provided by the Town of Lacombe, at the discretion of the Board. Full time is considered to be 30 hours per week.

1.4.1 Sick Leave:

- 1) Full time staff (full time defined as 30 hours of work per week or more) shall be entitled to 1.5 sick days per month worked, cumulative to 30 days.
- 2) Part time staff (defined as less than 30 hours of work per week) shall be entitled to .75 sick days per month worked, cumulative to 30 days.
- 3) Sick leave beyond the cumulated amount may be paid, at the discretion of the Board.
- 4) After three (3) consecutive days, a medical certificate will be required. Should the Librarian and/or Board feel that an employee is abusing the sick leave benefit, they may notify the employee in writing and ask that a medical certificate be produced for each absence of the employee and/or that evidence of an on-going medical condition be produced.
- 5) When Workers' Compensation is payable to an employee, the sick leave benefit is not payable.

- 6) Sick leave will not be payable as a retirement or termination gratuity.
- 7) Sick leave shall be used by employees for purposes of their own illness, and not on behalf of a family member.
- 8) In order to accumulate a sick leave credit after the first month of employment, an employee must be present or on paid vacation for two or more weeks of the month for which the sick leave credit is granted.
- 9) An employee who has exhausted his/her sick leave credits but is not able to return to work may be considered on leave of absence without pay for one month for every year worked at LPL up to six months, at the discretion of the Board.

10) Records of earned and spent sick leave credits shall be kept and updated monthly by the Town of Lacombe. Any employee may examine his/her own record on request.

11) An employee who resigns from LPL and returns after a period of more than six months shall not be entitled to any of the sick leave credits accumulated in the prior employment.

1.4.2 Compassionate Leave:

Paid compassionate leave for full time and pro-rated compassionate leave for part time staff may be given as follows:

- 5 days for the death of a parent, spouse or child;
- 3 days for the death of a sister, brother, grandparent, or in-law

1.4.3 Holidays:

The Lacombe Public Library will be closed the following days:

New Year's Day*	Labour Day*
Family Day*	Thanksgiving Day*
Good Friday*	Remembrance Day*
Easter Saturday	Christmas Day*
Easter Monday	Christmas Eve
Victoria Day*	Boxing Day
Canada Day*	
August Civic Holiday	

* Are all considered statutory holidays and full time staff are entitled to these holidays with pay.'

If any of the statutory holidays fall on a Sunday or during vacation, staff will be entitled to the next working day off with pay.

1.4.4 Jury Duty:

Employees subpoenaed to serve as jurors or witnesses in any court shall be paid the difference between what they would have earned and fee received. LPL may require a certificate of service from the officer of the court before payment. There shall be no loss of benefits while serving on a jury. Any compensation received by the employee (with the exception of compensation for travel and food) shall be paid to the LPL.

1.4.5 Maternity Leave:

Maternity leave shall be granted as required by Alberta Employment Standards Code.

1.4.6

Vacation Pay:

- 1) Full time staff, 3 weeks or 6% or as per contract.
- 2) For part time and occasional staff as required by the Alberta Employment Standards Code.
- 3) Vacation may not be carried over to the subsequent years and may be taken in a block or spread out over the course of the year.

1.5 Qualification, Hiring Procedures, Job Vacancies, Probationary Period and Performance Appraisals:

1.5.1 Qualifications

In making appointments to positions, ability, qualifications, training and experience shall be the primary considerations.

1.5.2 Hiring Procedures for New Positions, Job Vacancies:

- 1) Job vacancies and new positions shall be advertised in the appropriate media and in the Library.
- 2) Present employees with the qualifications, ability, training, experience and seniority may apply for the positions and shall be considered.
- 3) Positions will be filled after an interviewing process. Appointments will be ratified by the Board at the next Board meeting.

1.5.3 Promotions and Transfers:

An employee who is promoted or transferred will be on probation for three -(3) months. During this period, the Librarian or the employee may decide that the employee is not suited to the new position and return the employee to the previously held position or another position.

1.5.4 Probationary Period and Performance Appraisal: Probationary Period:

- 1) The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The employer uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the employer may end the employment relationship at any time during the first 3 months of the 6-month probationary period, with or without cause or advance notice.
- 2) All new and rehired employees work on a probationary basis for the first six (6) months after their date of hire. Before the first 3 months of the probationary period the employee may be given a performance evaluation. If an unsatisfactory evaluation occurs, the employee may be given the second half of the probationary period to improve job performance. If the employer determines that the designated probationary period does not allow significant time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.
- 3) Upon satisfactory completion of the probationary period, employees enter the permanent employment classification.

- 4) During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation and unemployment insurance benefits. After becoming permanent employees, they may also be eligible for other employer - provided benefits, subject to the terms and conditions of each benefits program.

Performance Appraisal:

- 1) The LPL staff will be evaluated in relation to their specific job descriptions annually unless an earlier evaluation is deemed necessary by the Librarian or Board.
- 2) The purpose of the evaluation process is to maintain a harmonious, cohesive and efficient staff and encourage professional growth. This will assist the LPL Board in its efforts to give the best possible service to the community.
- 3) The Assistant Librarian, Clerks, Pages and/or other support staff will be evaluated by the Librarian. The Librarian will be evaluated by the Board Chairman and another designated Board member (personnel committee) and a report will be given to the remaining board members.
- 4) The method of evaluation will be as follows:
 - a) Each staff member will be notified of the specific day and time that the evaluation will take place. Evaluator and Evaluatee will bring a copy of the applicable job description with them to the evaluation meeting. Each point of responsibility in the job description will be discussed as to the appropriateness of the description for the tasks the individual normally performs. Any necessary adjustments will be noted.
 - b) The adequacy with which the employee performs his or her assigned tasks will be discussed from the employee's point of view. The purpose of the discussion is:
 1. To make commendation for effort and/or excellence;
 2. To assist in understanding or improving task performance;
 3. To ensure reasonable work distribution and expectations; and
 4. To correct misunderstanding and/or poor task performance.
- 5) The content and results of each evaluation discussion will be compiled in written form by the Evaluator. One copy of the evaluation will be given to the staff member for whom the evaluation was performed. The staff member shall sign the completed form as confirmation that the contents have been reviewed with the employee. One signed copy will be presented to the Personnel Committee for information and/or further consideration. One signed copy will remain in the employee's personnel file.
- 6) Completed performance appraisal forms shall remain confidential.
- 7) Access to staff performance appraisals shall be limited to the person appraised, the Librarian, the Personnel Committee and/or Board.
- 8) Employees who wish to appeal their performance appraisal will follow the steps outlined in the Grievance Procedure.
- 9) The Librarian shall take responsibility for the performance appraisal process and may change it and adapt it from time-to-time, with the approval of the Board.
- 10) The performance appraisal of the Librarian will also include evaluation of success in achievement of goals and objectives for the past year, and setting of priorities in goals and objectives for the upcoming year.

1.6.1 Resignations and Retirements:

All staff is expected to give two weeks notice in writing to the Librarian of intent to resign or retire.

1.6.2 Dismissal Procedure:

Employees will be given written notices of the cause for their impending dismissal. In exceptional cases, such as for theft, damage to records etc., summary dismissal may occur.

1) Librarian

- a) The Chairperson or a committee of Board members, which will include the Chairperson, will discuss with the Librarian the area(s) causing concern and leave with the Librarian a written statement of the expectations.
- b) A period of no less than three (3) months and no more than six (6) months will be given the Librarian for the fulfillment of the expectations.
- c) At the end of the allotted time period, if expectations have not been fulfilled, the Librarian shall be given a one-month notice of dismissal.
The Librarian may appeal dismissal through the established Grievance Procedure in the Conditions of Employment.

2) Other Staff

- a) The Librarian will discuss with the staff member the area(s) causing concern, and leave with the staff member a written statement of expectations.
- b) A period of no less than three (3) months and no more than (6) months will be given the Library staff member for the fulfillment of the expectations.
- c) If after the given period, improvement has not occurred, the Librarian will dismiss the employee. The staff member may appeal the dismissal through the established Grievance Procedure in the Conditions of Employment.
- d) The staff member may appeal the dismissal through the established Grievance Procedure in the Conditions of Employment.
- e) An employee may be dismissed, disciplined, or suspended by the Librarian:
 - i) For incompetence or unfitness as determined by an unsatisfactory performance appraisal.
 - ii) For substance abuse during working hours;
 - iii) For repeated absence without notice or leave;
 - iv) For harassment, whether sexual, racial, or of any other nature, of another employee;
 - v) For actions which can be proven to be incompatible with and detrimental to the mission of the LPL.
- f) Appeal of dismissal would follow the Grievance Procedure.

1.7 Security:

All personnel are required to alert the Librarian regarding any security concerns. Staff working in the building during off-hours are responsible for maintaining the security of the building during their stay and for leaving the building secure.

1.8 Staff Development:

- 1) Staff are expected and encouraged to continue their professional development through attendance at conferences, seminars, and workshops concerned with Library science.
- 2) Time spent at training, shall be considered working hours up to a maximum of 8 hours per day. Overtime for travel may be considered by the Librarian. Travel expenses will be paid but every effort to carpool should be made. Such attendance is to be determined in

consultation with the appropriate supervisor and must stay within budget approved by Board. A written report of attendance and information learned shall be made to the Librarian and/or Board. Course fees shall be reimbursed as pre-authorized upon presentation of proof of successful completion of relevant courses.

- 3) Such attendance is to be determined in consultation with the appropriate supervisor and must stay within budget approved by board.
- 4) A written report of attendance and information learned shall be made to the Librarian and/or Board.
- 5) Course fees shall be reimbursed as pre-authorized upon presentation of proof of successful completion of relevant courses.

1.9

Staff Reduction:

- 1) Should the Board deem a reduction in the number of staff necessary, it will endeavor first to affect such reduction through voluntary attrition which includes the following: a) resignation; b) retirement; c) leave of absence; d) change in employment status, i.e. full-time to part time; e) reduction of hours; or if necessary through; f) lay-off; or, g) mandatory reduction of hours of part-time staff at the discretion of the Librarian
- 2) Should reduction not be achieved through the above means the Board will effect reduction through termination of employment.
- 3) Employees will be retained on the basis of the following criteria: a) the most appropriate qualification as it applies to the job description; b) the highest level of relative competency based on written performance appraisals done by the Librarian.
- 4) The Board delegates to the Librarian the responsibility for applying these criteria and for recommending to the Board those employees to be terminated.
- 5) Termination of employee(s) designated will be done in accordance with the Alberta Labour Code.
- 6) This policy and regulation does not require the Board to assign an employee to any vacant position or a position occupied by a part-time employee if they do not meet the criteria specified in no. 3.

Schedule A: Job Descriptions

Librarian Job Description:

General Description: The Librarian is accountable to the Library Board through the Chair of the Board. The Librarian is responsible for integrating the decision-making of the Board with the operations of the Library.

Skill Level: Effective interpersonal skills are required in order to work effectively with the Board, staff, volunteers, and the community. Specific qualities include the following:

- Ability to interpret Board policy decisions to staff
- Acts as a liaison between Board and staff.
- Ability to analyze Library problems in preparation for Board action.
- Leadership, coordination, initiative, and independence.
- Demonstrated personnel and financial management skills.
- Previous Library experience.

Responsibilities: The Librarian has responsibilities in the following areas:

1) **The Library Board:**

- Provides regular reports to the Board on all matters essential to the effective functioning of the Library and the Board.
- Provides professional expertise, prompt and accurate Library information and opinions to the Board.
- Maintains a good working relationship with the Library Board.
- Participates in Board and committee activities as required.
- Attends Board meetings or sends a staff representative.

2) General Administration:

- Directs policy implementation and administers the organization.
- Manages the day-to-day operations of the Library.
- Oversees property maintenance.

3) Personnel Administration:

- Accepts responsibility for hiring, supervising, evaluating and dismissing staff.
- Monitors staff progress, suggests further training, and provides motivation.
- Provides an annual performance evaluation for all employees and reports results to the Board.
- Accepts responsibility for staff performance.
- Determines appropriate hours of work.
- Arranges staff work schedules for the purpose of providing fair and adequate staff coverage during the hours of Library operation.

4). Planning:

- Suggests policy to be set by the Board.
- Assesses needs for new programs.
- Prepares long and short-term program plans and proposals in consultation with the Board, staff, volunteers, and other community organizations.
- Establishes operational program objectives, based on Board directions.
- Establishes ongoing plans for existing Library activities.
- Provides an atmosphere of continuous improvement.
- Provides a long and short-term plan of service and annual goals to the Staff, Board and Town of Lacombe.

5) Financial Control:

- May administer Library funds according to the approved budget.
- Puts together all monthly financial records including all revenue and expenditures.
- Oversees bookkeeping and entry of financial information into M.Y.O.B. Accounting.
- Provides monthly financial reports to the Board.
- Assists in budget review meetings as request by committee (This is the Board's function).
- Oversees expenditures according to approved budget.
- Advises Finance Committee on the annual budget.
- Provides a short and long-term plan of service to the Finance Committee to aid with budget preparations. Completes all applications for grants and financial assistance with the help of the Board or designated committee within.

6) Public Relations:

- Promotes increased public awareness of the Library.
- Ensures effective and friendly representation of the Library to the community.
- Maintains an active role in the community.

Principal Duties of the Librarian

1) Primary Functions:

- a) Arranges staff work schedules to cover hours of operation.
- b) Attends Board meetings.
- c) Recommends policy to the Board.
- d) Provides advice to the Board.
- e) Participates in Board committee activities as requested.
- f) Prepares reports for Board meetings keeping the Board informed about the
- g) Plans, implements, and evaluates program policies.
- h) Orients new Board members to the Library and operations.
- i) Engages in community relations.
- j) Hires and supervise new staff.
- k) Administers all aspects of the Library's operation.
- l) Provides friendly, helpful and efficient service to Library users.
- m) Initiates and prepare applications for funding for projects and programs, and follow through on reports of expenditures, as required.

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2) Other Functions:

- a) Recruits new volunteers.
- b) Trains volunteers working at the Library.
- c) Represents the Library at community functions.
- d) Assists Board Chair in identifying assignments to working Committees of the Board and developing Board leadership.
- e) Compile necessary statistics based on input from all other staff members.

Assistant Librarian Job Description:

1) General Description:

The Assistant Librarian is hired by, responsible to, and reports to the Librarian. The Assistant Librarian provides quality service to patrons and guests of the Library, and assists the Librarian in the discharge of duties and responsibilities relating to operations of the Library. In the absence of the Librarian, the Assistant Librarian will be responsible for Library operations. The Assistant Librarian attends staff meetings and all Board meetings that the Librarian cannot attend.

2) General Duties and Responsibilities:

- a) Takes registration of patrons and maintains files accurately.
- b) Checks Library materials in and out.
- c) Answers reference questions and assists patrons in finding appropriate Library materials.
- d) Provides patrons with Online Public Access Catalogue (OPAC) and Internet assistance.
- e) Performs all acquisition responsibilities with the assistance and advice from the Librarian.
- f) Assists in collection maintenance and development including weeding, repair, shelving and shelf reading when necessary.
- g) Creates the Library newsletter.
- h) Enters information into the database.
- i) In the absence of Librarian, assumes extra duties as required.

- j) Assists in training and supervision of other employees and volunteers of the Library.
- k) Arranges tours and orientations of the Library and provides information to patrons relating to Library services.
- l) Compiles necessary statistics.
- m) Keeps abreast of current developments in library services and programs through attendance at training workshops, seminars and conferences as budget allows.
- n) Assists in maintaining an active public relations.
- o) Performs other Library duties as required.

Library Clerk I Job Description:

1) General Description:

The Library Clerk is responsible to, hired by, and reports to the Librarian. As a front-line service person, the Clerk's primary duty is patron service. The Clerk shall assume responsibility of the Library in the absence of the Librarian and Assistant Librarian. The Clerk attends all staff meetings.

2) Duties and Responsibilities:

- a) Takes registration of patrons and maintains files accurately.
- b) Checks Library materials in and out and maintains circulation files accurately.
- c) Answers reference questions and assists patrons in finding appropriate Library materials.
- d) Prepares and sends out inter-library loan requests.
- e) Prepares and maintains Library displays.
- f) Assists with collection maintenance and development, including shelving and shelf reading to maintain order and neatness when necessary.
- g) Enters information into database.
- h) In the absence of the Assistant Librarian, assumes extra duties as required.
- i) Assists in training and supervision of the Library Pages and volunteers of the Library.
- j) Maintains the Outreach Program including rotating the Large Print Collection with Parkland Regional Library.
- k) Performs all postal and courier duties including mail distribution.
- l) Compiles all necessary Library statistics.
- m) Accepts and records monies coming into the library including donations and fees.
- n) Encouraged to take any courses, workshops or seminars when budget allows.
- o) Assist in maintaining an active public relations program including informing patrons of Library programs and hours.
- p) Performs other Library duties as required.
- q) Reports to Assistant Librarian in Librarian's absence.

Library Clerk 11 Job Description:

3) General Description:

The Library Clerk is responsible to, hired by and reports to the Librarian. As a front-line service person, the Clerk's primary duty is patron service. The Clerk shall assume responsibility of the Library in the absence of the Librarian, Assistant Librarian and Clerk H. The Clerk attends all staff meetings if possible.

4) Duties and Responsibilities:

- a) Takes registration of patrons and maintains files accurately.
- b) Checks Library materials in and out and maintains circulation files accurately.
- c) Answers reference questions and assists patrons in finding appropriate Library materials.
- d) Telephones patrons for interlibrary loans, overdues etc.
- e) Prepares and maintains Library displays.
- f) Assists with collection maintenance and development including shelving and shelf reading to maintain order and neatness when necessary.
- g) Enters information into database.
- h) In the absence of the Clerk H, assumes extra duties as required.
- i) Assists in training and supervision of the Library Pages and volunteers of the Library.
- j) Compiles all necessary Library statistics.
- k) Accepts and records monies coming into the library including donations and fees.
- l) Encouraged to take any courses, workshops or seminars when budget allows.
- m) Assist in maintaining an active public relations program including informing patrons of Library programs and hours.
- n) Performs other Library duties as required.
- o) Reports to the Assistant Librarian in Librarian's absence.

Library Page Job Description:

1) General Description:

The Library Page is hired by, responsible to, and reports to the Librarian. The Library Page assists in providing quality service to patrons of the Library and assists other staff in the day-to-day maintenance of the Library collection and the premises, and in other duties as assigned. The Page is encouraged to attend staff meetings.

2) Duties and Responsibilities:

- a) Assist with checking in returned books.
- b) Shelves books and shelf-reads to maintain order and neatness.
- c) Maintains newspaper collection including filing back issues and maintains romance collection.
- d) Maintains Library appearance including tidying reference and study areas.
- e) Assists with Library displays and special projects.
- f) Maintains the public notice board.
- g) Assists other staff where necessary.
- h) Performs other duties as assigned by the Head Librarian or designate.

Library Volunteer Job Description:

General Description:

Library volunteers are highly valued at the Lacombe Public Library. Through their energy, expertise and commitment, the services of the Library are expanded.

Library volunteers will be provided with training appropriate to their responsibilities. Volunteers will be given clearly defined jobs and will given the opportunity to develop new knowledge and skills relating to Library operations as they progress in their experience. They will be given an opportunity to give input to the task, both in negotiating the tasks and time lines, and in making recommendations for improvement upon completion.

Volunteers will be recognized for their assistance.

1) Expectations:

- a) Volunteers will be provided with an orientation to the Library premises and services, with a focus on the areas relating directly to their assigned task. A comprehensive orientation will be given through cooperation of other Library Staff during the course of the project assigned.
- b) Volunteers will be provided with a written description of the tasks assigned, outcomes expected, and target deadlines for completion, along with the context of the project (why it is important to the Library). They will be given a staff person to whom they may turn for assistance or clarification. These parameters will be reviewed and confirmed by the signature that the task is understood and terms agreed to. Any revisions to these task parameters in the course of the project will be noted on the volunteer's task sheet on the copy filed at the Library.
- c) Volunteer will be treated as staff; they will be expected to meet the commitments made to the Library. They will advise their supervisor immediately if any difficulties are encountered in meeting their obligations.
- d) At the completion of their task, the Volunteer will advise the Librarian or supervisor and together they will review the progress, confirm completions, and sign off the task sheet with any recommendations relating to the project.
- e) These task sheets will become the basis for planning future projects, as well as references that the Library staff may be represented to provide on behalf of the volunteer in job searches.

Schedule B: Hours of Work

Head Librarian	35 hours per-week
Assistant Librarian	30 hours per-week
Library Clerk I	31 hours per-week
Library Clerk II	29 hours per-week
Library Page I	8 hours per-week
Library Page III	6.5 hours per-week

Total - 139.5 hours

Milo Public Library

Village: Population in 2001 117

PERSONNEL POLICIES

11.1 Library personnel should adopt the Canadian Library Association Code of Ethics (June 13, 1976):

"Members of the Canadian Library Association have the individual and collective responsibility to:

- (1) support and implement the principles and practices embodied in the current Canadian Library Association Statement on Intellectual Freedom;
- (2) make every effort to promote and maintain the highest possible range and standards of library service to all segments of Canadian society;
- (3) facilitate access to any or all sources of information which may be of assistance to library users;
- (4) protect the privacy and dignity of library users and staff.

1. Hiring, Orientation and General

11.2 . Prior to hiring, the position of librarian will be advertised for a period of 2 weeks in the Vulcan Advocate and in the appropriate monthly Milo Can Opener.

11.3 A new librarian is to have an orientation period of one month, if possible, with the present librarian.

11.4 The board shall provide a job description for the position of librarian.

11.5 Library staff is encouraged to attend library related courses, meetings and conventions with time off and/or with pay and travel expenses.

11.6 The library board shall encourage volunteers to assist the librarian.

11.7 Duties of the Librarian

- A. Materials selection and ordering
- B. Circulation
- C. Displays
- D. Programs
- E. Weeding
- F. Janitorial work
- G. Training volunteers
- I. Preparing inventory
- J. Compile statistics for and help prepare library's annual report
- K. Assist with budget preparation
- L. Attend board meetings
- M. Assist and train library patrons on the use of library resources

11.8 Qualifications of Librarian:

- A. Preferably someone with prior experience with libraries and computers.

B. If no experience, someone who is very interested in reading and in the promotion of literacy.

11.9 Performance Evaluation, Salary, Holidays, Vacation and Leave

A. The board will perform employee performance evaluations annually. (See attached Appendix A: Employee Performance Evaluation Form).

B. Salary schedule shall be reviewed at the November board meeting and shall be based on experience qualifications and/or length of service.

C. The librarian shall be entitled to 2 weeks of vacation with pay (4 library days). The librarian shall hire the replacement with the approval of the board.

D. In the event the librarian is affected by illness, serious family illness or death, or serious legal matters, the library board shall pay for a replacement.

11.10 Procedure for Suspension or Dismissal of a Librarian

A. A board meeting without the librarian being present.

B. A board meeting with the librarian airing grievances.

C. After a period of one month, another review will be made by the board.

D. The librarian will be informed of the board's decision.

CAMROSE PUBLIC LIBRARY

City: Population in 2001 15,253

PERSONNEL POLICY

GENERAL

Section

1.0	Application of Personnel Policies	3
2.0	Definitions	4

ORGANIZATION OF LIBRARY

3.0	Management Process	6
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EMPLOYMENT CYCLE

4.0	Staff Recruitment	8
5.0	Hours of Work	10
6.0	Salary Administration	11
7.0	Performance Evaluation System	12
8.0	Discipline and Termination	13
9.0	Problem Resolution and Grievance Procedure	14
10.0	Harassment	16
11.0	Substance Abuse	17

EMPLOYMENT BENEFITS

12.0	Benefits	19
13.0	Statutory Holidays	20
14.0	Vacations	21
15.0	Leaves	23

PROFESSIONAL DEVELOPMENT

16.0	Staff Training and Development	26
17.0	Safety and Security	27

VOLUNTEERS

18.0	Volunteers	29
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GENERAL

APPLICATION OF PERSONNEL POLICIES

- 1.0 General Statement - Policies are for the Library Board's guidelines for staff to apply toward the smooth operation of the Camrose Public Library.
 - 1.1 The Personnel Policies apply to all staff of the Library. Where a Collective Agreement or contract specifically outlines a contract guideline, as in the case of the Director's contract, the provisions of such agreements or contracts shall apply to the people covered by the scope of the agreement or contract.
- 1.2 Interpretation of personnel policies will be clarified through written procedures developed by the Director.
- 1.3 Throughout the Personnel Policies, the feminine gender will mean and include the masculine gender and the singular will mean and include the plural and vice-versa as applicable.
- 1.4 In the event of any discrepancy between this policy and the Employment Standards as set out by Alberta Labor, the latter shall prevail. A copy of these Standards is kept in the policy binder.

DEFINITIONS

- 2.0 General Statement - The Library Board requires a variety of positions to effectively meet its responsibilities. Definitions are necessary to establish the types of positions required and to ensure consistency throughout the organization.
 - 2.1 Employer - shall mean the Board or Trustees of the Camrose Public Library.
- 2.2 Permanent employee - shall mean a person filling an established, permanent position with regularly scheduled hours, be it full-time or part-time.
- 2.3 Temporary employee - shall mean a person filling a temporary position, (less than six months), be it full-time or part-time.
- 2.4 Casual employee - shall mean a person filling a position where hours are established on an ad hoc basis according to the needs of the Library.
- 2.5 Full-time position - shall require an employee who is working at least thirty-five (35) regularly scheduled hours each week.
- 2.6 Part-time position - shall require an employee who works less than thirty-five (35) regularly scheduled hours each week.
- 2.7 Casual position - shall require an employee whose hours are established on an ad hoc basis according to the needs of the Library.
- 2.8 Volunteer - shall be any unpaid person who is entrusted with the security and/or operation of the Library or its programs in the course of provision of service to the community.
- 2.9 Director - shall be a salaried employee working in accordance with the signed contract of employment who is responsible and accountable to the Library Board for the activities of the Library.
- 2.10 Management Team - are staff who are responsible for a section within the Library and direct/coach staff or contract personnel within that area, as well as being involved with the daily operations of the Library. The management team shall include the Director, the Secretary/Treasurer, the Library Assistant - Adult, and the Library Assistant - Youth.
- 2.11 Library Board - shall mean Camrose Public Library Board.
- 2.12 Library - shall mean Camrose Public Library.

ORGANIZATION OF LIBRARY

MANAGEMENT PROCESS

- 3.0 General Statement - The Library Board recognizes that all staff are active participants in carrying out the Library's purpose. All staff will endeavor to practice a consultative management style where they listen to the input of others and frame recommendations and decisions that are based on the ethical conduct and commitment. Open, honest communication between all levels of staff must be practiced without fear of reprisal in order for input to be considered of the highest calibre.
- 3.1 The Director will be the sole member of Library staff accountable to the Library Board for managing the activities within the Library and promoting staff input.
- 3.2 Issues are discussed and decisions are made with the Management Team at the discretion of the Director.
- 3.3 All Supervisors will be accountable to the Director for furthering the consultative management process throughout their sections.
- 3.4 Any staff member who feels she is being treated unjustly or unfairly, may address the issue or circumstances following the appeal procedure described in section 9.0 Problem Resolution and Grievance Procedure.
- 3.5 The Director will establish a procedure for delegation of authority in her absence.

EMPLOYMENT CYCLE

STAFF RECRUITMENT

- 4.0 General Statement - The Library Board deems it critical to recruit and retain the most qualified people in terms of attitude, skills, and ability to meet the position's needs, in a fair, equitable, and consistent manner both internally and externally.
- 4.1 The Director is responsible to approve all recruitment of positions prior to the commencement of recruitment.
- 4.2 The recruitment is done through the Library.
- 4.3 To ensure that all current staff and volunteers are aware of openings, all permanent positions and temporary positions of more than three (3) months' duration will be posted internally. The decision to advertise externally and to what extent will be made by the Director in consultation with the Board and Management Team.
- 4.4 All positions will have a written job description outlining position, supervisor(s), employees supervised, duties, qualifications and hours of work. Job descriptions will be reviewed regularly.
- 4.5 The Library Director will be hired by the Library Board on a contract basis. All other staff will be hired by the Director, with management positions filled from a short list approved by the Personnel Committee.
- 4.6 Hiring of family members of current staff and Board will be restricted by an "arm's length" criteria in terms of hiring and direct supervision. It is incumbent upon any member of the staff or Board to disqualify themselves immediately whenever the appearance of a conflict of interest exists.
- 4.7 Screening of all applicants for staff positions shall include a minimum of three references and a security check through the local police. If the position being applied for includes close and/or extensive involvement with children, a Children's Welfare check is strongly recommended.
- 4.8 The official offer of employment will be generated by the Director.
- 4.9 Written acceptance of a position will be required, agreeing to position, remuneration, hours of work and any benefits.
- 4.10 All positions exceeding six (6) months' duration will have a probationary period set as follows:

Staff positions	three	(3) months	
Managerial/Supervisory positions	six	(6) months	

One extension of the probationary period may be granted by the Director, or by

the Board in the probationary period of the Director. The extension may not exceed the length of the original probationary period.

- 4.11 Probationary period - shall mean the designated period during which a new employee may be dismissed at any time, without notice or termination benefits. During this period, employees will not normally be entitled to any benefits.

HOURS OF WORK

- 5.0 General Statement - The hours of the Library staff will be set to meet the needs of the people of the community with consideration given to meeting the needs of the staff.
- 5.1 The regular hours of work for full-time staff positions is seven (7) hours per day, thirty-five (35) hours per week, which excludes a one (1) hour unpaid lunch break.
- 5.2 The hours of a part-time position may vary.
- 5.3 Full time Supervisory staff will work a minimum of thirty-five (35) hours per week and such other hours that are reasonably necessary to fulfill the requirements of their position.
- 5.4 Breaks are per Employment Standards, with schedules set by the Management Team.
- 5.5 Overtime is defined as those hours a full-time person is authorized and required to work by their Supervisor that exceed the regular hours of work of their position in a day or week. Any overtime must be approved in advance. Time in lieu will be given for hours worked in excess of regular hours for all staff at a rate of 1.1 per agreement signed at the time of hire.
- 5.6 Library policy is to avoid overtime hours for part time employees. Should overtime hours occur, payment will be made according to Employment Standards.
- 5.7 Work performed on a Statutory Holiday will be paid according to the regulations of the Employment Standards Act.
- 5.8 Schedules will be posted in advance of work days as per Library procedures and any and all accumulated lieu time must be taken into account. It is the responsibility of the employees to be aware of when they are expected to work.

SALARY ADMINISTRATION

- 6.0 General Statement - The Library Board wishes to maintain a compensation system that reflects internal and external equity within and among libraries. Additionally, the Library Board desires a compensation system that recognizes growth and fairness.
- 6.1 Job categories will have a pay scale that is set periodically by the Library Board. Each new employee's starting pay, or promoted employee's new pay, will be based on that scale, taking into account the individual's education, training and/or experience.
- 6.2 Employees may be entitled to merit pay increases. Such increases will NOT be automatic, but will be based on any training completed as well as the results of any evaluations.
- 6.3 Annual cost of living increases will be considered by the Library Board. Employees will be notified each year of the amount, if any, of such increases.

PERFORMANCE EVALUATION SYSTEM

- 7.0 General Statement - The performance evaluation system) is designed to establish and maintain positive communication and performance. This is done by the Supervisor and employee discussing and agreeing upon the standards of performance and expected results prior to the appraisal year. The performance evaluation is not just an annual event, but is an ongoing communication process to enhance performance.
- 7.1 All staff will participate in the performance evaluation system process.
- 7.2 The Director will be evaluated by the Library Board, or Board designate(s). All other staff will be evaluated by their immediate supervisor.
- 7.3 Performance evaluations provide an excellent opportunity to discuss employment status. It is important to understand that performance is evaluated by Board/Management on an ongoing basis. However, there will be periodic written evaluations of performance. Written performance reviews are based on overall performance in relation to job description and responsibilities and will also take into account conduct, demeanor and record of attendance.
- 7.4 Performance evaluations do not include wage reviews, and do not suggest that pay increases automatically occur.
- 7.5 Normally the written performance evaluations will be performed at the end of the probationary period and on the employee's anniversary date thereafter. Mutual agreement of the standards of performance and expected results will be filed in the personnel file housed in the Library.
- 7.6 Any staff member who wishes to discuss their work may request a review at any time.
- 7.7 Upon request to their Supervisor, all staff may access their personnel file in accordance with FOIP guidelines.

DISCIPLINE AND TERMINATION

- 8.0 General Statement - The Library Board recognizes that discipline and/or termination may be necessary should a staff member not fulfill the requirements of the position and/or their objectives are incompatible with the Library.
- 8.1 The Director has the full authority to discipline or dismiss any member of staff for cause.
- 8.2 Progressive discipline, per the following, with the aim of being corrective will be utilized except in extreme cases.
- A. Verbal warning with an agreed upon time frame to sit down to discuss.
 - B. Written warning that includes a reasonable time frame to correct the problem before proceeding to the next step. Documentation to include a copy to employee/one to file.
 - C. Written warning that includes a reasonable time frame to correct the problem before proceeding to the next step. Documentation to include a copy to employee/one to file.
 - D. Dismissal.
- 8.3 All disciplinary documentation will be immediately copied to the staff member and a signed copy acknowledging receipt will be placed in the personnel file.
- 8.4 Terminations will be administered in accordance with the guidelines established by Alberta Labour. These guidelines may be found in the Employment Standards book.
- 8.5 All staff are expected to give notice in writing to the Director of intent to resign or retire in accordance with Labour Standards.

PROBLEM RESOLUTION AND GRIEVANCE PROCEDURE

9.0 General Statement - The Camrose Public Library encourages resolution to issues or circumstances in an expeditious and fair manner.

9.1 Any staff member (or group of staff members) who feels she is being treated unjustly or unfairly, may address the issue or circumstances following the problem resolution and grievance procedure.

9.2 The procedure is comprised of three steps:

Step 1

- a) The staff member discusses the issue with their immediate Supervisor and together they seek resolution to the problem.
- b) If the problem is unresolved the Supervisor will discuss the problem with the Director who may choose to discuss the problem with the Management team. The Director (and Management Team) will take no more than three days to render a decision as to how to resolve the problem.

Step 2

- a) If the problem remains unresolved after three days of the complaint being discussed with the Director, the employee may express the complaint in writing with copies to the Supervisor and Director. The Director will undertake a thorough investigation of the problem and all circumstances and factors contributing to the problem. The Director has the option of consulting with the Management Team and the Chair of the Personnel Committee as part of the process of reaching a resolution. The Director will make every effort to resolve the complaint promptly but depending on the complexity of the problem, may take up to seven days to provide a written decision on the best course of action. The Director may request that the Personnel Committee provide a mediator (volunteer or paid) and approved by both sides to work with the parties in resolving the disagreement.

Step 3

- a) If the problem still remains unresolved, the employee may then forward the grievance in writing, including reasons for dissatisfaction with the process to date, to the Personnel Committee. The Personnel Committee will then undertake a thorough investigation of the problem(s) that lead to the grievance. The Personnel Committee has the following options:
 - i) The Personnel Committee will review all the necessary documents and working days of Employment resolution to the circumstances and render a decision in writing within four (4) their receipt of the appeal, taking into account Alberta Labour Standards. The decision at this level will be final.
 - ii) The Personnel Committee may employ the assistance of a mediator (voluntary or paid) and approved by both sides to determine a binding grievance.

The time limits may be extended by a maximum of seven (7) working days upon consultation or longer should one of the parties be incapacitated.

HARASSMENT

- 10.0 General Statement - The Library Board does not condone any behavior in the workplace that is unwelcome by any staff member.
- 10.1 Harassment is defined as any unwelcome behavior which directly or indirectly adversely affects or threatens to affect a person's job security, prospects of promotions or earning, working conditions or opportunity to secure a position.
- 10.2 Any employee who believes he or she is in receipt of unwelcome behavior, will inform their immediate supervisor if that employee is unable or unwilling to make it clear to the offender that such behavior is unwanted. Supervisory/management staff may not respond to any employee making such a complaint in a negative or retaliatory manner.
- 10.3 Any complaints lodged will be reviewed and responded to by the Director within a week of receipt. Such reviews will be conducted in strictest confidence and the individual shall be protected from retaliation for lodging a complaint. All complaints lodged will be documented.
- 10.4 The complainant and the alleged harasser will both be interviewed along with any individuals who may be able to provide relevant information. All information will be kept in confidence.
- 10.5 Should the investigation reveal evidence to support the complaint of harassment, the harasser will be disciplined appropriately, which may include termination. The incident will be documented in the harasser's file. Where a complaint is filed in good faith and the complaint is not upheld, the complainant will be notified in writing by the Director.
- 10.6 Should the investigation fail to find any evidence to support the complaint, there will be NO documentation concerning the complaint placed in the file of the alleged harasser.
- 10.7 The staff member lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors for any complaint made in good faith. Complaints made in bad faith will be dealt with through the Discipline Policy.
- 10.8 If the staff member feels all of the above steps have not resolved the problem they may then contact the Library Board.

SUBSTANCE ABUSE

- 11.0 General Statement - The Library Board does not condone any substance abuse or misuse that affects the performance of duties.
- 11.1 Substance abuse and/or misuse would include the over use, improper use or use at an inappropriate time or place, of a substance. Possession of an illegal substance, whether used or not, will also be defined as misuse.
- 11.2 A staff member who feels they have a substance abuse/misuse problem should discuss the problem with a management staff member with the intent of seeking help without fear of reprisal.
- 11.3 It is the responsibility of staff to ensure that prescribed medication side effects do not interfere with their assigned duties. They are responsible for notifying their Supervisor of the side effects of any medication if the staff member perceives it may affect the performance of their duties.
- 11.4 If in the judgment of their supervisor and/or Director any staff member whose performance is being adversely affected by being under the influence of alcohol or drugs, will be taken home without pay for the balance of the day. The circumstances will be reviewed the following working day.
- 11.5 All attempts will be made to take action to assist staff in correcting an abuse/misuse problem. Failure to respond by the staff member to assistance will result in discipline.

EMPLOYEE BENEFITS

BENEFITS

- 12.0 General Statement - The Library Board deems it important to provide a balanced benefit program to eligible staff that sustains general health and ensures that the earning power of an individual is not radically altered.
- 12.1 In addition to the Canada Pension Plan, after one year of continuous employment, all salaried employees who meet the criteria of the Library Pension Plan shall participate in the Local Authorities Pension Plan as required.
- 12.2 Any wage employee in a permanent position who works more than twenty (20) regularly scheduled hours per week may join the Chamber of Commerce Health Plan if they desire. Salaried employees in a permanent position must join, unless they choose to opt out of the plan when coverage is provided under a spousal or other plan.
- 12.3 All employees are entitled to free membership in the Camrose Public Library and forgiveness of fines for the duration of their employment.

STATUTORY HOLIDAYS

13.0 General Statement - The Library Board wishes to define which days it deems as Statutory Holidays during which, generally speaking, the Library will be closed.

13.1 The following days are recognized as Statutory or General Holidays:

New Years Day	August Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Sunday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

(any other day proclaimed as a holiday by the Federal, Provincial, or Municipal Governments).

13.2 If a Statutory or General Holiday falls on a full time employee's regularly scheduled day of work, the employee will be entitled to that day off and be paid at their basic rate of pay.

13.3 If a Statutory or General Holiday falls on a full time employee's regularly scheduled day off the employee will receive an alternate day off with their basic rate of pay.

13.4 If a Statutory or General Holiday falls on a day when a full time employee is booked off on vacation, it will be counted as a paid Statutory Holiday and not a vacation day. [For example, if a full time employee has booked ten days vacation and a Statutory or General Holiday is included in that time period the pay will be recorded as nine vacation days and one Statutory or General Holiday day.]

13.5 Employees considered to be casual or part time and not eligible for corporate benefits who are scheduled to work on a Statutory or General Holiday will be paid their scheduled hours at their basic rate of pay.

VACATIONS

- 14.0 General Statement - The Library Board recognizes the paramount importance of vacation entitlements to its permanent staff.

For the purposes of this section, "vacation year" shall mean the period commencing on the first day of January in one calendar year and concluding on the last day of December in the same calendar year.

Vacation Entitlement: During each year of continuous service in the employ of the library permanent full time employees shall earn vacation with pay at the basic rate of pay to be taken in the next following vacation year in proportion to the number of months worked in the previous entitlement year. The rate at which vacation is earned shall be determined by the total length of such employment.

First month of commencement: Commencement between the 1st day of the said month up to and including the 15th of the month the Employee will be entitled to vacation accrual. Commencement between the 16th of the said month up to and including the last day of the said month vacation accrual is not entitled.

Last month of termination: Termination between the 1st day of the said month up to and including the 15th of the said month the employee is not entitled to vacation accrual. Termination between the 16th of the said month up to and including the last day of the said month vacation accrual is entitled.

More than 90 days leave of absence without pay is considered to be a break in service and the employee will start their vacation accrual entitlement from the beginning of her return to work. The only exception would be if the employee is off on STD/LTD (Short Term Disability/Long Term Disability). Upon the return of the STD/LTD employee she will continue to accrue vacation at her previous entitlement rate. An employee on STD/LTD will cease accruing vacation once she has reached 60 days of sick leave.

- 14.1 Employees are normally entitled to receive their vacations in an unbroken period, unless agreed upon in advance with the Director.

All vacation time must be taken within twelve (12) months from the time that the vacation was earned, except where prior approval has been granted in writing by the employer. Total deferred vacation shall not exceed 10 vacation days and must be used in the next twelve months or be forfeited.

- 14.2 Permanent full time employees shall normally receive annual vacation time in accordance with years of employment:

1 - 2 years	two (2) weeks
3 - 9 years	three (3) weeks
10 - 19 years	four (4) weeks
20 and more years	five (5) weeks

14.3 The Director shall normally receive annual vacation time in accordance with years of employment:

1 - 2 years	three (3) weeks
3 - 9 years	four (4) weeks
10- 19 years	five (5) weeks
20 and more years	six (6) weeks

14.4 In the month end pay cheque wage employees shall be paid an additional percentage of vacation pay out in lieu of paid annual vacation leave as follows:

<u># of hours</u>	<u>yrs. Equivalent</u>	<u>Percentage</u>
1 - 3640	0 - 2	4%
3641 - indefinite	3 - indefinite	6%

14.5 A vacation schedule will be posted each year, with vacation dates based on: employee requested dates; whether an employee is salary or wage; seniority; maintaining necessary coverage: and approval by the Management Team.

LEAVES

- 15.0 General Statement - The Library Board recognizes circumstances may materialize that requires staff to be away from their duties for reasons other than illness, injury or vacation.
- 15.1 Temporary leaves of absence with pay will be granted to permanent staff, for the following circumstances:
- a. Critical illness or death in the immediate family - up to three (3) days. Where travel outside the province is required such leave shall also include travel time to a maximum of two (2) days within North America, three (3) days outside of North America.
 - b. Subpoenaed witness or jury duty provided any witness fee is paid to the Library for regularly scheduled days of work.
- 15.2 For bereavement and/or critical illness, immediate family includes spouse, child, ward, parent, guardian, brother, sister, parent-in-law, brother-in-law, sister-in-law, grandparent, grandchild. Family members listed include natural, foster, trusteeship, and adoptive relationships as the context applies.
- 15.3 The Director may grant other compassionate leaves of absence with pay at her sole discretion.
- 15.4 Leaves of absence without pay in excess of four (4) weeks require the written approval of the Director, providing satisfactory arrangements can be made for the performance of the employee's duties. Vacation accrual credits at the time of the leave cannot exceed five (5) days.
- 15.5 The Board may, in the case of the Director, grant a leave of absence without pay, providing satisfactory arrangements can be made for the performance of the Directors duties. Vacation accrual credits at the time of the leave cannot exceed five (5) days.
- 15.6 A staff member who is on a leave of absence, including maternity leave, that is longer than four (4) consecutive weeks will remain on the benefit program and pay the appropriate premiums in full, in advance. Otherwise benefits will be terminated for the duration of the leave.
- 15.7 Any leave of absence utilized for purposes other than that for which the leave was granted may be grounds for dismissal.
- 15.8 Each permanent, full time equivalent employee over seventeen (17) years of age is eligible for one and one-quarter (1.25) days sick leave for each calendar month of employment, to a maximum of fifteen (15) days per calendar year.
- 15.9 Each permanent, part-time employee over seventeen (17) years of age is eligible for sick leave based on twenty regular hours of work.

[For example, an employee who is regularly scheduled to work twenty (20) hours per week, is entitled to 20/35ths ; of the maximum (20 X 15/35), or 8.5 days per calendar year.]

- 15.10 Sick leave shall NOT accumulate from year to year.
- 15.11 A doctor's certificate may be required after any sick leave of three consecutive days.
- 15.12 Should the Director and/or Board feel that an employee is abusing the sick leave benefit, they may notify the employee in writing and ask that a medical certificate be produced for each absence of the employee and/or that evidence of an on-going medical condition be produced.
- 15.13 Sick leave shall be used by employees for purposes of their own illness, and not on behalf of a family member.
- 15.14 An employee not eligible for STD/LTD who has exhausted *his/her* sick leave credits but is not able to return to work may be considered on leave of absence without pay for one month for every year worked at the Library up - to six months, at the discretion of the Board. After this period of time, the employee will be considered terminated.
- 15.15 Record of earned and spent sick leave credits shall be kept and updated monthly. Any employee may examine his/her own record on request.

PROFESSIONAL DEVELOPMENT

STAFF TRAINING AND DEVELOPMENT

- 16.0 General Statement - The Library Board is committed to the ongoing development of Library staff. The Board encourages the attendance of professional meetings, workshops and conferences, in so far as time and budget permit.
- 16.1 The Library will maintain membership in such professional organizations as are deemed of benefit. The Director will be the designated voting representative, except for organizations related to Library trusteeship, for which the Board will appoint a representative.
- 16.2 The Board recognizes the importance of education and training, and encourages such continuing education by Library staff. With prior approval by the employer, the Director will consider requests for leave of absence in order to attend course(s) or other training opportunities.
- 16.3 Course and workshop fee reimbursement is available to permanent staff with prior approval of the Director. The amount of that reimbursement will be determined by such factors as the cost of the course, total funds available, degree of relevance to job and previous reimbursement received.
- 16.4 Time spent at conferences, conventions, workshop seminars, or similar training course shall neither be considered as lieu nor overtime, nor shall travel time spent to attend the above. Such attendance is to be determined in consultation with the appropriate supervisor and must stay within budget approved by Board.
- 16.5 A reporting of attendance shall be made to the Board by the Director.

SAFETY AND SECURITY

- 17.0 General Statement - The Library Board wishes to promote a safe work environment for staff.
- 17.1 All injuries will be reported to and documented by the immediate Supervisor. A copy of the report will be written up in the appropriate injury manual with a copy to the Director.
- 17.2 Staff on Workers Compensation will be paid directly by the Workers Compensation Board and be temporarily taken off the payroll system.
- 17.3 All staff will report unsafe working conditions to their Supervisor without fear of reprisal. Unsafe working conditions will be given immediate attention.
- 17.4 All personnel are required to alert the Director regarding any security concerns. Staff working in the building during off hours are responsible for maintaining the security of the building during their stay and for leaving the building secure.

VOLUNTEERS

VOLUNTEERS

- 18.0 General Statement - The Camrose Public Library recognizes the value of volunteers in providing opportunities for the benefit of the library, the community and the volunteers.
 - 18.1 Volunteers shall be bound by the same standards of conduct, obligations, confidentiality, and policies as are paid staff, and can expect in return the same treatment as to orientation, job training, job descriptions, performance evaluations, and access to opportunities for further skill development as available and according to budget.
 - 18.2 Volunteers are entitled to position descriptions with responsibilities and expectations clearly set out.
 - 18.3 Volunteers will fill out an application form that provides needed contact information. In addition the application form will ask for references and, if the volunteer position requires other screening measures (police record check) the application form will ask for permission to do so. The responsibilities indicated in the position description should indicate the level of screening necessary to determine the applicant's suitability.
 - 18.4 Volunteers will be interviewed by their potential Supervisor to ensure that candidates meet the position requirements and fit in with the Library organization. The Supervisor will conduct orientation and training to familiarize volunteers with the policies and procedures of the Library.
 - 18.5 There will be a probationary period to give both the volunteer and the Library time to determine suitability.
 - 18.6 The responsibilities indicated in the position description will determine the necessary degree of supervision and evaluation. For example, if the position involves interaction with, and/or responsibility for children it follows that the volunteer will be under close supervision. Frequent feedback is particularly important. Evaluations must be based on position descriptions.
 - 18.7 Volunteers will be given a copy of Library Policy as part of their orientation.
-