

HIGH PRAIRIE MUNICIPAL LIBRARY  
BYLAW AND POLICY MANUAL

POLICY C-6

PERSONNEL POLICIES

**DEFINITION:**

**Permanent Full-time Employee-** An employee who works 25 hours or more per week and does not have an expiry date of employment.

**Permanent Part-time Employee-** Employees who are employed 25 hours per week or less who are being funded for the position on an ongoing basis.

**Casual Employee** – Employees who are employed only on a short-term basis and working on less than a day to day basis.

*The High Prairie Municipal Library follows the employment standards code and regulation.*

**1. Application**

- 1.1 These policies apply to all employees working for the High Prairie Municipal Library.
- 1.2 These policies shall not be construed as applying to persons or companies with whom the Board has a contractual relationship for specified purposes.

**2. Staffing**

- 2.1 The staffing complement of the High Prairie Municipal Library shall be set by the Board and shall be sufficient to meet the Board’s obligations under current legislation.
- 2.2 The Board shall be responsible for hiring the Library Manager and this employee shall be the employee of the Board. Where practicable or required by law, the Board shall appoint and/or designate a Library Manager with appropriate training. The hiring panel shall consist of three board members and, if possible the exiting Library Manager.
- 2.3 The hiring of new staff will be the responsibility of the Library Manager.

**3. Hours of Operation and Work**

- 3.1 The workday for full time employees shall be structured by the Library Manager to meet the requirements of the hours the library is open to the public.
- 3.2 Hours of work for full time employees may be modified, at the discretion of the Library Manager, to allow for employee's personal needs.
- 3.3 The Library Manager shall schedule employees so as to provide the service designated by Bylaw #1.

**4. Conditions of Employment**

- 4.1 All employees must provide a criminal record and vulnerable sector check.
- 4.2 Every employee is required to sign a Confidentiality Form (Appendix #4) and Acceptable Use of Technology Agreement (Appendix #5) on commencement of employment and all information must be kept in strictest confidence.
- 4.3 Permanent Full time employees shall be paid a salary and Permanent Part-time and Casual employees shall be paid hourly wages, as set by the Board.
- 4.4 Permanent Full time employees shall receive paid vacation time at the following rates.
  - a) On completion of one year of service 10 days
  - b) On completion of two years of service 15 days
  - c) On completion of ten years of service 20 days
  - d) On completion of twenty years of service 25 days

Permanent Part-time employees will receive banked holidays prorated.

Employees are encouraged to use vacation time in the year following that in which it was earned. Employees may not carry over more than ten (10) days of their earned vacation into the next calendar year without written approval of the Manager.

- 4.5 All Permanent Full time, Permanent Part time and Casual employees shall serve a three month probationary period and shall, at or before the expiration of the three month period receive a performance appraisal. Permanent Full Time Employees receiving a satisfactory three-month performance appraisal shall be entitled to all benefits of a permanent position. Employees whose appraisal is not considered to be satisfactory shall be advised as to the areas in which improvement is needed and shall be placed on a monthly review. If the Library Manager deems the performance appraisal to warrant such action, the employee shall be terminated.
- 4.5.1 The Library Manager shall undergo a performance appraisal on an annual basis with the Chair and any other Trustee to a maximum of 3 Trustees.
- 4.5.2 During the three month probationary period, the Library Manager will be doing periodic reviews and have the authority to terminate the employee at the end of the three month mark.
- 4.5.3 Cost of living to be reviewed annually.
- 4.6 Every employee will receive an annual performance appraisal.
- 4.7 An employee may grieve a dismissal or any other grievance that is unresolvable with the Library Manager to the Board. The Board shall hear both the employee, or his or her agent, and the Library Manager. The Board may make such response as it deems fit provided that such response is consistent with applicable legislation. The decision of the Board is final.
- 4.8 Employees shall, with the prior approval of the Library Manager, receive out of pocket expenses, accommodation and travel expenses, for attendance of out of town meetings and courses. (See Schedule B) Reimbursement of tuition fees for ongoing courses is at the discretion of the Library Manager based on the budget allowance for this type of expense on a year to year basis.

#### 4.9 Leave of Absence

4.9.1 A full-time employee shall be entitled to medical leave at a rate of 1.5 days per month in the following circumstances:

4.9.2 For personal illness, for such time as may be prescribed by a medical practitioner provided that the practitioner provides the Library Manager with a medical certificate of incapacity.

In the event of a global pandemic, all employees will follow protocols set out by the provincial health authority (AHS). Any decisions outside the set protocols will be decided at the Manager's discretion.

4.9.3 For personal illness for a period of three days or less without a medical certificate at the discretion of the Library Manager.

#### 4.9.4 Family Leave

To enable the employee to care for a family member.

Further to item 4.9.3, a family member is defined as being any of the following:

Spouse, Son, Daughter, Father, Mother, Grandparents, Grandchildren, Sisters, Brothers, Spouse's Parents. An employee shall not lose pay for the first three days of such leave but shall, on the fourth day of such absence be placed on an unpaid leave of absence.

4.9.5 Medical leave under 4.9.1 and 4.9.2 shall not entail loss of pay.

4.9.6. Medical leave shall include leave for attendance at Dental, Optical, Physiotherapeutic, Chiropractic facilities or any other medical treatment.

4.9.7 An employee may request an unpaid leave of absence for personal and family responsibilities. An employee who has been employed by the same employer for at least 90 days is entitled to up to 5 days of unpaid leave in a calendar year, but only to the extent that the leave is necessary

a) For health of the employee, or

- b) For the employee to meet his or her family responsibilities in relation to a family member.  
Before taking leave under this section, the employee must give the employer reasonable and practical notice in writing.

## 5.2 Maternity/Paternity

5.2.1 Employees shall be granted maternity or paternity leave in accordance with any Federal or Provincial regulations in effect.

5.2.2 The Library Manager shall fill any vacancy caused by leave under this section on a temporary basis.

## 5.3 Bereavement

Employees shall be granted time off with pay for attendance at a funeral of any of the family members listed in 4.9.4 and shall also be entitled to time off without pay in connection with the administration of an estate up to 1 day. Travel time shall be allowed without pay in this regard up to 3 days.

## 5.4 Others

5.4.1 An employee subpoenaed to appear in court or empanelled for jury duty shall suffer no loss in pay provided that any appearance fee is paid to the Board.

5.4.2 Time off without pay shall be allowed for Military duties.

5.4.3 When there are extreme weather conditions it will be left to the library manager's discretion on sending staff home or shutting down the library. The board chair will be notified and the staff will still be paid for that day.

5.4.4 All employees are responsible for contacting the Manager/Acting Manager when they are not coming to work. Three consecutive days taken off work without notification may result in dismissal.

## 4 Grievance Procedure

5.1 Any employee shall have the right of recourse in any matter in which they feel aggrieved by the actions of another employee or an officer of the Board.

5.2 A grievance shall, in the first instance, be carried to the Library Manager within 14 calendar days of the event being grieved. The Library Manager shall, within 14 calendar days, provide the griever with a written response to the grievance.

5.3 If not satisfied with the response the griever may, within 14 calendar days, submit the grievance to the Chair of the Board.

5.4 The Chair of the Board shall, within 14 calendar days, convene a meeting of the Board which shall hear the grievance and shall, within 14 days of its hearing, respond in writing to the griever giving its decision on the subject of the grievance. The decision of the Board shall be final.

## **6 Code of Ethics**

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institution.
3. We do not advance private interests at the expense of library users, colleagues, or our employing institution.
4. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
5. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

CHAIR: \_\_\_\_\_

DATE OF APPROVAL: November 6, 2018

REVIEW DATE: September 3, 2024