

Terrace Bay Public Library Board - Personnel Policy

Per-1 Definitions

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In the Terrace Bay Public Library Board Personnel Policy,

- a) "Board" means the Terrace Bay Public Library Board
- b) "Employer" means the Terrace Bay Public Library Board
- c) "Library" means the Terrace Bay Public Library
- d) "CEO" means the Chief Executive Officer of the Terrace Bay Public Library Board
- e) "Employee" means any person employed by the Terrace Bay Public Library Board
- f) "Permanent Employees" are those given permanent appointment to staff after satisfactory completion of a probationary period.
- g) "Casual Employees" are those employed on an irregular basis for temporary replacement of, or supplement to, permanent employees
- h) "Contract Employees" are those employed under such conditions and for such a period of time as specified in a formal contract signed by both Employer and Employee.

Per-2 General information

1. All employees are employed by the Terrace Bay Public Library Board. Personnel policies and practices are established by the Board.
2. The personnel employed by the library constitute an important resource for the provision of high quality public library service. Important contributions to the service are made by all staff members. The library will provide the best service when it employs competent personnel, provides for staff development activities, and establishes policies and working conditions which are conducive to high morale and which enable each staff member to make the fullest contribution to the library's programs and services.
3. It is the desire of the members of the Terrace Bay Public Library Board to make clear the duties and responsibilities of each employee, to compensate each employee in accordance with his or her duties and responsibilities, and to follow employment practices which enhance library service.

4. In all employment practices, the Terrace Bay Public Library Board subscribes to the provisions of the current *Employment Standards Act* of Ontario and of the current *Ontario Human Rights Code*.

Per-3 Responsibilities of the board

1. The board hires, evaluates, sets the level of remuneration for, and, if necessary, dismisses the CEO.
2. The CEO hires, evaluates, promotes and, if necessary, dismisses all other employees of the library, with the approval of the board.
3. The CEO establishes and maintains personnel procedures and directs the training and development, salary administration and discipline of staff.
4. The CEO recommends staff compensation levels and salary administration policies for approval by the board.
5. The CEO advises the board on staffing requirements.
6. The CEO acts as liaison between the staff and the board.
7. The CEO approves work and vacation schedules and authorizes leaves of absence.

Per-4 Job descriptions

1. A written job description shall be developed for each staff position. The CEO's job description shall be prepared by the board. All other job descriptions shall be prepared by the CEO, in consultation with the person holding that position (if applicable). A job description shall include the following:
 - a) job title;
 - b) qualifications required;
 - c) salary range;
 - d) hours to be worked;
 - e) specific tasks;
 - f) supervisory responsibilities;
 - g) record keeping and reports;
 - h) accountability.
2. Job descriptions shall be reviewed annually and updated as required.
3. A copy of the job description shall be filed by the CEO in the library's personnel file, a copy given to the employee, a copy given to the Township of Terrace Bay and a copy added to the personnel policy manual.

Per-5 Hiring Policy

It is the policy of the Terrace Bay Public Library Board to follow fair and equitable recruitment, selection and hiring practices.

Procedures:

- Employment Equity – The procedures and practices relating to recruitment, selection and hiring shall reflect the board’s commitment to employment equity.
- Openness- Full and open communication of the board’s recruitment, selection and hiring procedures for all employees and applicants is to be followed.
- Applicant Pool – The board shall endeavor to take full advantage of a broad spectrum of human resources to attract and give equal consideration to qualified applicants from all sources.
- Guidelines – The board shall establish and use clear guidelines for those involved in the selection process that will strive to eliminate systematic discrimination.
- Best Candidate – the board’s goal in recruitment shall be to select the candidate whose skills most closely match the competencies determined by the board.
- Regulation – The board shall make every effort to meet all legal and legislative requirements involving in hiring.
- Criteria – The board shall demand that selection decisions are based upon measurable criteria, laid out in advance of the process by the selection committee.
- Implementation – The management guideline dealing with staff recruitment shall be used to achieve the implementation of this policy.

1. Desirable qualities and qualifications of a prospective employee shall be based on the responsibilities and requirements outlined in the job description for the position being filled. Such qualities and qualifications may include education, special training, basic skills, experience, potential, personality, and compatibility and may be determined on the basis of the written application, the personal interview during which a test of skill may be given, and personal and professional references. They shall be set by the board for a prospective CEO and by the CEO for all other prospective employees.

In keeping with the Municipal Act, 2001, s271, the Terrace Bay Public Library Board has developed this hiring policy. The Terrace Bay Public Library will follow fair and equitable recruitment, selection, and hiring practices. Hiring is done on the basis of merit and the following criteria will govern during the process.

- Skill and ability to perform duties of the position
- Applicable experiences (including references)
- Performance

While the employment of related persons is permissible, additional precautions are taken to ensure that conflicts of interest do not arise.

All selected candidates will be required to collect an acceptable Criminal Background Check (Vulnerable Sector Screening) before the day the individual commences employment with the library. All new employees will be required to provide, at their own expense an original Vulnerable Sector Screening Check prior to commencing employment. All offers of employment with the library shall be conditional upon the applicant supplying an acceptable criminal background check. The original or true copy of the criminal background check will be filed in a secure location.

Definitions

“CRIMINAL BACKGROUND CHECK” means a document concerning an individual

(a) that was prepared by a police force or service from national data on the Canadian Police Information Center (CIPC) database within six months before the day the Library Board collects the document; and

(b) that contains information concerning the individual’s Personal Criminal History.

“PERSONAL CRIMINAL HISTORY” means, in respect of an individual, information on criminal offences of which the individual has been convicted under the *Criminal Records Act (Canada)* for which a pardon under Section 4.1 of the *Criminal Records Act (Canada)* has not been issued or granted to the individual.

Adjudication

Where evidence is received of a criminal conviction, the designated Board contact will consider at least the following factors in determining an appropriate course of action:

- a) length of time since offence(s);
- b) did the offence(s) involve children and/or sexual activity and/or violence and/or acts of dishonesty;
- c) employment history;
- d) treatment, counseling or other services received since offence;
- e) other steps taken to rehabilitate;
- f) likelihood offence(s) will be repeated;
- g) was alcohol or illegal drugs a factor in commission of offence(s);
- h) degrees of co-operation with this investigation.

All decisions of the Adjudication Committee will be final.

2. To help ensure that staff appointments and subsequent administrative decisions are made in the best interests of the library, a person who is a member of the Terrace Bay Public Library board and related to the Chief Executive Officer shall not be considered for appointment to the library staff. In addition, an employee of the library cannot be supervised by a member of his/her family, including families in common-law relationships, or share a common supervisor with a family member.

Related employees for this purpose are defined as:

- Spouse
- Children/Step Children
- Father-in-Law
- Grandparent/Step Grandparents
- Guardian
- Parents/Step Parent
- Sister/Step Sisters
- Mother-in-Law
- Common Law spouse
- Grandchildren/Step Grandchildren
- Sam-Sex Spouse
- Son-in-Law
- Daughter-in-Law
- Brother-in-Law
- Sister-in-Law
- Aunt/Uncle

Conformity with this policy requires that family relationships as defined in the list be reported to the CEO or to the Chair of the Board.

It is the policy of the Terrace Bay Public Library that requests from external agencies for information (other than professional references) regarding employees will be provided only upon written authorization from the employee. We will not sell, rent, or otherwise make available personal information that we have collected about the employee to outside parties. We may disclose personally identifying information in response to a subpoena, court order or a specific request from a law enforcement agency to assist in an investigation or as required by law. Written authorization must be provided prior to information being released.

3. The provisions of the *Ontario Human Rights Code* shall be followed, including non-discrimination towards prospective employees for reasons of race, creed, colour, age, sex, sexual orientation, marital status, nationality, ancestry, or place of origin.

Citizenship of Immigration

It is the policy of the Government of Canada that candidates for employment must be legally eligible to work in Canada. The Selection Committee will verify that applicants for employment have the necessary immigration status.

Persons with Disabilities

The Terrace Bay Public Library will not discriminate against a candidate or employee with a disability, provided that he/she can comply with the job requirements and can fulfill the essential duties of the position. Reasonable efforts will be made to accommodate the needs of the person.

4. In considering appointments to temporary positions, preference shall be given to applicants whose qualifications should make them eligible for appointment to the permanent staff.

5. Recruitment, Selection and Hiring Guidelines

Rationale

The Terrace Bay Public Library Board is an equal opportunity employer who will

- Select the best candidate for the job
- Establish clear, consistent guidelines in the selection process
- Ensure that a potential employee related to an existing employee, or a member of the board is neither prejudiced against nor favored in the hiring process
- Collect all information requested under the Freedom of Information and Protection and Privacy Act

Advertising

Advertising

- Advertising for library staff will be the responsibility of the CEO
- Advertising for the CEO's position will be the responsibility of the library board
- All advertisements for vacant staff positions except for the CEO, will invite applications to be directed to the CEO
- All CEO advertisements will invite applications to be directed to the Chair of the Board of a designate.
- All job vacancies will clearly state: a due date for application and that we are an equal opportunity employer.

Postings

- The job vacancy shall be posted as required by collective agreements
- The CEO will make available to interested candidates an updated job description upon request. For the CEO's position the Chair of the board will ensure that an updated job description is available for potential candidates who request the information.

Applications

- All valid applications must be received by the CEO or the Chair of the board in the case of a CEO vacancy on or before the due date.

Formation of the Selection Committee for CEO hiring

Purpose – This committee’s chief responsibility is to select and recommend to the board the successful candidate. The chair of the board will be responsible for establishing the selection committee from the greater board. Once applications are received, should a declared conflict of interest be evident an alternate member will replace the member in conflict until the conflict no longer exists.

Shortlist

Purpose: The selection committee shall ensure all applications are processed in a fair and consistent manner and ensure that those interviewed meet the minimum required qualifications for the position. The CEO is responsible for ensuring fair hiring practices for library staff.

Only applicants to be considered for the interview process will be acknowledged by the CEO or in the case of the hiring of a CEO will be acknowledged by the board chair.

The selection committee will screen all CEO applications based upon a process developed by the board.

The CEO is responsible for screening potential library staff vacancies in consultation with the board.

The same screening criteria and forms will be used for all applicants.

Reference checks for all short listed candidates shall be carried out by the CEO or in the case of a CEO applicant, by the board or designate at a time decided upon by the selection committee.

All forms and documentation used during the initial screening process will be filed with the resume for six months and held by the chair of the selection committee for the CEO’s position or in the case of library staff, the CEO shall ensure that the documentation is filed in a secure location in the potential employee’s file.

If after initial screening no candidate meets the minimum requirements, the position will be re-advertised.

The individual conducting reference checks will refer to a list of questions or information that can be asked under the Human Rights Legislation. (See example appendix A)

The Interview

The chair or designate should be the immediate supervisor for the vacant CEO position.

The chair along with members of the board shall develop criteria for short listing candidates based on a standard job description and a standard short listing template.

Once the short list has been established the board shall create a set of interview questions with possible answers. Following interviews all questions will be filed.

The hiring of the CEO should include an appropriate standard practical assignment. The assignments will also be filed. The board may decide upon the format to be used. For example, one option might be an assignment given with the application or a second might be one included at the time of the interview with a time limit assigned.

The selection criteria shall:

- Be measurable
- Be documented
- Meet all legal requirements
- Be used consistently for all candidates
- Be valid, genuine and reasonable for job requirements

Each interview for CEO will follow a pre-set format:

- Preamble by chair (See example Appendix B)
- A copy of the timed assignment
- Pen and paper available for the candidate
- All candidates will be asked the same questions and complete the same standard practical assignments

The practical assignment will be conducted at the beginning of the interview and will be the same for all candidates.

Notification to Successful and Unsuccessful Candidates

- The chair of the board will notify the successful candidate in the case of the CEO. The CEO will be responsible for informing the successful candidates for library staff.
- The candidate will be asked to provide evidence of a recent criminal reference check
- The unsuccessful short listed candidates will be notified in writing that the position has been filled
- The chair will be responsible for the recommendation in writing to the board by way of board resolution. The CEO is responsible for the recommendation to the board for all library staff.

Per-6 Notice of vacancies

1. When vacancies occur or new positions are created, they will be posted as required by collective agreements or in the case of recruiting a new CEO shall ensure that notice thereof, outlining the position and qualifications required, may be placed in the newspaper and in a bulletin to be posted in the library at least one week prior to the appointment being made. Vacancies in positions normally filled by students (e.g. pages) will be advertised on the library and school bulletin boards only.
2. When vacancies occur or new positions are created, all members of the staff shall be notified, and those who possess the necessary qualifications shall be considered for appointment.

Per-7 Interviewing candidates

1. No employee of the library shall be hired without a personal interview. A prospective CEO shall be interviewed by a special committee of the board. All other prospective employees shall be interviewed by the CEO.
2. The CEO may choose to involve board members and staff in the interview process in the form of an interview committee.
3. When preparing to conduct interviews, the following guidelines shall be considered.
 - a) Establish criteria for selecting candidates based on the job description and desirable qualities

- b) Evaluate applications and prepare a short list of candidates to be interviewed
- c) Make an interview appointment with each candidate
- d) Before the interview, provide each candidate with a copy of the job description for the position
- e) To ensure fairness, each candidate should be asked the same basic questions
- f) Candidates should be encouraged to ask as well as answer questions
- g) Rates of pay and benefits relating to the position should be specified
- h) Categories by which candidates should be evaluated should include interpersonal skills, education and training, work experience, special skills, and fluency in both official languages
- i) Personal and professional references should be checked before a final decision is made
- j) Following the interviews and reference checks, a decision should be made promptly. Both successful and unsuccessful candidates should be notified as soon as possible.

Per-8 Letter of agreement

1. When a person is employed by the board, he or she shall receive from the CEO (or, in the case of a newly hired CEO, from the board) a written statement outlining the agreement reached by the employee and the library.
2. The statement shall indicate:
 - a) congratulations and welcome to the library staff
 - b) the library's decision to hire the employee for the particular position
 - c) that the employee will initially be hired on a probationary basis for six months (6)
 - d) the date and time the employee should be present to begin work
 - e) the hours of work
 - f) the rate of pay, benefits and vacation during and after the probationary period
 - g) the length of notice required according to board policy in case of termination or resignation for CEO is four (4) weeks notice.
 - h) the signed consent for Release of Information (see appendix C)
 - i) the Criminal Record Check
3. A copy of this statement shall be filed by the CEO in the library's personnel file.
4. The employee shall also receive a copy of the board's personnel policy statement and a copy of the job description for the position.

Per-9 Date of appointment

For purposes other than salary payments, an employee's appointment shall be deemed to have come into effect on the first day of the month that is nearest to the date on which the employee commenced work in the library.

Per-10 Probationary period

1. An initial probationary period of six months shall be established for each position on the library staff during which the employer shall have an opportunity to assess the new employee's suitability for the position. The employee will also decide whether this new job appeals to them.
2. Any problems that occur during the probationary period shall be documented by the CEO (or in the case of a probationary CEO, by the board) and discussed with the employee. The employee shall be provided with an opportunity to improve.
3. The probationary period may be extended for an additional three months to ensure that the employee is suited to the position.
4. Written reports on how the new employee is or is not able to meet the requirements of the job shall be prepared regularly by the CEO. These reports shall be given to the employee and a copy filed in the library's personnel file.

Per-11 Orientation and training

The CEO shall ensure that time is spent with new employees during the first few days on the job, on:

- a.) an orientation to the library building, services and organizational structure.
- b.) a detailed examination of the job description and the library's personnel policy.
- c.) step-by-step training on procedures for specific tasks.

Per-12 Hours of work

1. Regular work hours shall be assigned when hiring a new employee. Changes shall be agreed upon by the board and CEO.

CEO Works

Monday to Friday 10am – 5pm
30 hours weekly

Library Assistant 1 works:

Monday to Friday 1pm – 5pm
20 hours weekly

Library Assistant 2 works:

Winter: Monday to Thursday 6pm – 8pm
Every 2nd Saturday from 11am – 3pm
8 or 12 hours weekly
Summer: Monday to Wednesday 6pm-8pm
6 hours weekly

Library Assistant 3 works:

Winter: Monday to Thursday 5pm – 7pm
Wednesday 10am - noon
Every 2nd Saturday from 11am – 3pm
10 or 14 hours weekly
Summer: Monday to Wednesday 5pm – 7pm
6 hours weekly

Page works: (September to May)

Monday, Tuesday 4 p.m. - 5 p.m.
Wednesday, Thursday 6 p.m. - 8p.m.
Saturday 12p.m. - 3 p.m.

Per-13 Salaries and wages

The board recognizes that the library has an important investment in its staff, and that staff turnover

can be costly and wasteful in terms of lost efficiency, time and resources.

1. **Grading and rate of pay**

The salary of the CEO will be based on the Township of Terrace Bay's pay equity grid for municipal managers, established in 2007. The CEO salary will be reviewed on an annual basis. Salary increases will be based upon the CEO performance evaluation.

Other library staff should be paid on a scale in relation to the Collective Agreement between The Corporation of The Township of Terrace Bay and Canadian Auto Workers Union Local 229.

2. **Salary increases**

Upon completion of each twelve consecutive months of continuous employment, each member of the staff whose work has proven satisfactory shall be entitled to receive an increment as per the collective agreement.

3. **Pay period**

Under normal circumstances, employees of the library shall be paid every two weeks.

4. **Overtime**

CEO work beyond normal scheduled hours is expected when necessary. Five (5) additional floating holidays will be allowed in lieu of all overtime pay.

Per-14 Salary and wage scales

1. The board shall set the salary scale for the position of CEO. All other employees of the board wages' are subject to approval by the board and through the collective agreement between the Corporation of the Township of Terrace Bay and Canadian Auto Workers Union Local 229.

Per-15 Benefits

1. In accordance with federal law, the board contributes on behalf of its employees toward the Canada Pension Plan (CPP) and to the Unemployment Insurance (UI) system of Human Resources Development Canada.
2. All permanent employees of the library that qualify shall be members of the Ontario Municipal Employees Retirement System (OMERS). The board shall contribute monthly an amount on behalf of each employee as prescribed by OMERS.

3. The board shall contribute through an Employers' Health Tax to the Ontario Health Insurance Plan (OHIP), on behalf of its employees as required by current provincial legislation.
4. The board shall contribute on behalf of each of its permanent employees that qualify, 100% of the employee's monthly insurance premium payable to a group insurance plan. The plan shall include the following: life insurance, accidental death and dismemberment insurance, short term disability insurance (weekly indemnity), long term disability insurance, extended health care, dental care and vision care expense insurance.

Per-16 Payroll deductions

Deductions shall be made from each pay, where applicable, for the following:

1. Income tax, Unemployment Insurance and Canada Pension Plan, in accordance with government requirements and schedules.
2. OMERS - Membership in OMERS shall be compulsory for permanent employees that qualify and contributions shall begin immediately on becoming a permanent employee.
3. Group Insurance - Employees shall pay that portion of the insurance premium not covered by the employer. Membership in the plan shall be compulsory for permanent employees that qualify and contributions, if required, shall begin immediately on becoming a permanent employee.

Per-17 Promotion

1. When a position becomes vacant, or when a new position is created, it will be posted departmentally in accordance with the collective agreement. Staff, if possessing the necessary qualifications shall be considered for appointment.
2. Employees promoted to new positions shall be allowed ninety (90) days in which to prove satisfactory and, if they fail to do so, shall, if possible, be returned to their former position without prejudice.

Per-18 Statutory holidays

1. Each employee of the library is entitled to the following holidays with statutory pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, August Civic holiday, Labour Day, Thanksgiving, Christmas Day, and Boxing Day.
In addition, the C.E.O. shall have the following days recognized and paid as holidays:
Easter Monday and Remembrance Day
2. When the library observes a holiday on a day when an employee is not normally expected to work, a compensating day shall be arranged.
3. Where such a holiday falls within the annual vacation period of an employee, the employee shall have earned an additional day of vacation which may be taken at a mutually agreed upon time.

Per-19 Annual vacation

1. In accordance with the provisions of the current *Employment Standards Act*, regular part time employees of the Terrace Bay Public Library shall after one year of service, be entitled to two weeks of vacation time without pay.
2. The CEO shall be eligible, of the Terrace Bay Public Library shall upon completion of their probationary period, be entitled to a credit of 1.25 days vacation with pay for each month of service. After completion of one year of service vacations shall revert to a calendar year and shall be granted on the following basis:
 - In the calendar year in which the 1st to 4th anniversary of employment occurs 15 days
 - In the calendar year in which the 5th to 9th anniversary occurs 20 days
 - In the calendar year in which the 10th to 14th anniversary occurs 25 days
 - In the calendar year in which the 15th to 24th anniversary occurs 30 days
 - In the calendar year in which the 25th or greater anniversary occurs 35 days
3. Vacations may be taken anytime within the calendar year with the approval of the CEO and where consistent with good public service. Regular part-time vacation pay shall be paid two times per year on January 15 for all vacation pay earned from July 1 to December 31 of the preceding year and on July 15 for all vacation pay earned between January 1 and June 30 of the current year.
4. Notification of desired vacation dates must be submitted for approval to the CEO.
5. An employee leaving the library's service before having taken all of his or her allotted vacation shall be entitled to receive vacation pay for the unused balance of vacation in accordance with the provisions of the *Employment Standards Act* of Ontario.

Per-20 Leave of absence

1. Board may grant leaves of absence without pay to employees. Applications must be made in writing specifying the reason for the request, duration of leave and date of return to work.
2. Leaves of absence, as may be granted under the terms of this policy, shall be considered as continued service by the employee.

3. Leave with pay

a) Funeral Leave (regular full-time employees):

Five (5) days funeral leave when the travel distance one way is 200 km. or more or three (3) days funeral leave when the travel distance is under 200 km. one way, will be granted with pay when death occurs to a member of an employee's immediate family, that is, an employee's spouse, father step-father, step-daughter, mother, sister, brother, son, daughter, step-son, step-daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandfather, grandmother, grandson, granddaughter, son-in-law, sister-in-law, brother-in-law, grandfather, grandmother, grandson, granddaughter, son-in-law or daughter-in-law. The employee shall be granted leave to attend the funeral and shall be paid at his/her regular straight time rate for five or three consecutive scheduled work days, whichever is applicable. The leave must include the day of the funeral. Where an employee is unable to attend the funeral of a member of his/her immediate family, he/she shall be entitled to leave for mourning on the day of the funeral without loss of pay.

b) Special leave

Employees will be reimbursed for the difference between jury duty pay and regular straight time pay for scheduled work hours spent on jury duty.

Per-21 Sick leave

1. A permanent full time employee shall be entitled to 6 days sick leave per year with pay to a maximum accumulation of eighteen (18) days. There is no provision for payment of sick time other than when the employee is off work. No sick day will be charged when an employee goes home due to illness or injury after being at work on that day.

Per-22 Workers' compensation

1. All employees of the board shall be covered under the provisions of the Workers' Compensation Act during the performance of their regular duties. The premiums shall be paid by the board.

2. An employee must report immediately to the CEO any injury sustained while at work.
3. Time absent due to injuries sustained on the job and covered by Workers' Compensation shall not be deducted from sick leave.

Per-23 Performance evaluation

1. The board shall evaluate the performance of the CEO, and the CEO the performance of all other employees.
2. Performance evaluations shall be conducted privately. They shall follow a standard format, and comments and results shall be recorded on a standard form.
3. The evaluation should determine whether the employee is doing a satisfactory job, in accordance with the related job description, and whether the employee meets other job expectations such as punctuality, attitude, personal demeanor, and aptitude. The written evaluation form should record the employee's accomplishments, areas requiring improvement, and job-related goals for the period extending to the next evaluation.

4 The employee shall sign the evaluation form to indicate that he or she has been made aware of its contents. The employee shall be provided with a copy of the evaluation, while the original copy shall be retained in the library's personnel file.

Per-24 Work outside the library

1. Employees may from time to time be called upon by the board or by the CEO, as part of their regular duties, to attend meetings or to conduct other library business outside of the library premises. Such business may include:
 - a) trips to Ontario Library Service headquarters
 - b) trips to workshops
 - c) trips to local and out-of-town dealers to acquire materials for the library collection
 - d) visits to schools and to other local institutions to promote the library or to discuss library-related business
2. Any reasonable expenses incurred by an employee in carrying out such duties shall be reimbursed by the board
3. If, in carrying out such duties, the number of daily hours that the employee is required to work exceeds the number of hours normally worked by that employee, the excess hours may be taken off work at a later date.

Per-25 Training and development of staff

Recognizing the benefit to the library operation of a staff that is well-trained and whose skills and knowledge are expanded and kept up-to-date, the board shall encourage its employees to continue their education and professional development through participation in formal courses, workshops, conferences, or observing in other libraries.

The board shall give full support to requests from employees wishing to enhance their library expertise by enrolling in the EXCEL certificate program. This support will include the payment of course fees and the use of library facilities and time in order to complete assignments.

1. An employee wishing to participate in a training and development event or program shall make application in advance to the board. The application should provide details of the event or program, an indication of how the employee's participation will benefit the library, a detailed account of what related expenses the employee may wish the board to cover, and agreement to submit a written report so that all staff and trustees may benefit from the experience.
2. If, in the judgment of the board, an employee's application is reasonable and of potential benefit to the library, the board may, depending on budgetary and staffing considerations:
 - a) grant a leave of absence with pay of up to five days, or a leave of absence without pay for a longer period of time;
 - b) agree to cover the cost of some or all of the following: tuition, registration, materials, travel and accommodation, upon the employee successfully completing each course.
3. The board shall, in drafting its annual budget estimates, make provision for the training and development of employees.

Per-26 Replacement personnel

In cases where a regular employee is absent from the library due to illness, leave of absence or duties outside the library and where in the opinion of the CEO that employee's duties inside the library must continue to be performed, the CEO may either:

- a) temporarily reassign the duties of the remaining staff,
or where this is not practical
- b) temporarily extend the paid hours of permanent or part-time staff for the required period of time.

Per-27 Grievances

1. In the event of dissatisfaction or complaints concerning working conditions, salary, work load, or interpersonal conflicts, an employee shall take the following steps:
 - a) The employee should discuss the complaint with the CEO, who shall make every effort to resolve the problem immediately.
 - b) If the problem is still unresolved in a reasonable time, the employee should put the complaint in writing and submit it to the CEO.
 - c) If the problem remains unresolved, the employee should direct the grievance in writing to the board.
2. When a grievance is directed to the board, the board may grant a hearing to the parties involved. The board shall notify the parties involved, in writing of its decision concerning the grievance.

Per-28 Disciplinary action

1. The board expects all library employees to conduct themselves in the performance of their duties in a professional manner and in a way which reflects well on the library as an important and respected institution in the community.
2. The board considers the following to be unacceptable conduct on the part of its employees:
 - a) being rude to patrons
 - b) being absent without leave
 - c) unauthorized use of library property to his/her own benefit
 - d) breach of confidentiality and trust
 - e) disloyalty to the Library Board
 - f) contravention of Library Board policy.
 - g) insubordination
 - h) harassment or bullying in the workplace
3. The CEO shall ensure that the unacceptable nature of such conduct is immediately brought to the attention of any employee found responsible, and shall demand that the offending conduct not be repeated.
4. For serious or repeated infractions or unacceptable conduct, the CEO shall draft a written agreement, to be signed by the employee, outlining means for improvement within a specific time frame.
5. In the event that the measures outlined in paragraphs 3. and 4. fail to resolve the problem, the CEO shall consider taking steps towards dismissal of the employee.

Per-29 Dismissal of employee

1. The CEO may terminate the employment of any employee for just cause, subject to the approval of the board.
2. Every effort shall be made to assist an employee who is having difficulty doing his or her job properly. However, if all efforts fail and the employee is unable to fulfill job requirements, the interests of the library as a whole require that the employee be removed from the position.
3. The employee's problems, as well as attempts to help him or her improve, shall be carefully documented by the CEO. All such documents shall be retained in the library's personnel file for a period not exceeding one year and shall remain the property of the library.
4. Advance notice of termination in writing, or wages in lieu of advance notice, shall be given to the employee in accordance with the provisions of the current *Employment Standards Act* of Ontario.
5. No employee shall be dismissed without adequate reasons and a fair hearing.
6. The board shall obtain a legal opinion prior to dismissing an employee.

Per-30 Resignation of employee

The CEO and Library Assistant 1 shall be required to provide the board with four weeks advance notice of their intention to resign. All others are required to give 2 weeks notice.

Per-31 Retirement

1. An employee's normal retirement date is the last working day of the month of the employee's 65th birthday, however retirement at this age is not compulsory. An employee wishing to retire must submit a letter of intent to retire, with as much advance notice as possible, to the CEO or in the case of the CEO, to the board. The township will be informed. A letter of resignation with a final date of work is also required to be submitted four weeks prior to the actual date of retirement.
2. In the event that an employee may decide not to retire at age 65, he or she must give written notice of such decision to the CEO at least four months before the normal retirement date so that the board, on the recommendation of the CEO, can arrange to put the employee on annual contract with no loss of salary or benefits. The employee must then apply annually for renewal of the contract and such application will not be unreasonably refused.

Per-32 Memberships in Associations

The board recognizes the value to the library of regular contact by the staff with individuals and events in the library community at large, particularly through participation in professional associations. The board, therefore, agrees to make provision in its budget estimates for:

- a) annual fees for the Board, CEO and Library Assistant 1 for membership in the OLA
- b) annual fee for membership in FOPL

Per-33 Personnel files

1. The CEO shall keep a complete and up-to-date file on each employee. The file shall include:
 - a) résumé or completed application form
 - b) correspondence concerning the employee
 - c) job description
 - d) emergency information (OHIP number, next of kin)
 - e) record of current salary and increments
 - f) any other relevant documentation the employer or employee wishes to add.
 - g) performance review
 - h) Release of Information
 - i) Criminal Background Check
2. An employee may view the contents of his or her own file and may add material to the file in the presence of the CEO.
3. All personnel files are the property of the library.
4. All personnel files shall be kept confidential.