

Town of Hanna Library Board**Personnel Policy - Conditions of Employment, Performance Evaluation, Grievance****Conditions of Employment**

1. Hours of work need to be flexible to cover the range of library hours of opening. The Library Director will make the work schedules in consultation with employees.
2. Employees are paid in accordance with the library's salary grid. Each employee will receive his or her initial placement on the salary grid with their letter of employment. Each employee, who has been employed for a minimum of six months, is eligible for an annual one-step increase on the grid following a successful performance evaluation. The whole grid may receive an annual cost of living increase at the discretion of the Library Board during the budget process.
3. Full-time employees will be entitled to one paid 30 minute lunch break, if taken on the premises and two paid fifteen-minute breaks (normally one before lunch and one after lunch) per day. Part-time employees will receive breaks in accordance with Alberta Employment Standards.
4. Full-time employees will receive paid vacation time according to *Schedule B*

Part-time employees shall receive vacation time and vacation pay in accordance with Alberta Employment Standards.

Vacation time shall be awarded on the employee's anniversary date. The Chair, or in their absence any other Officer of the Board, may approve vacation time for the Library Director. The Library Director or their designate shall approve vacation time for all other employees.

Employees are encouraged to use their vacation time within the year it is awarded. No carry forward unless approval of the Board by Board motion.

5. Full-time employees may be entitled to 1.5 days per month, as paid sick leave. Full-time employees may accrue up to 36 sick days. Part-time employees shall earn sick leave time at the rate of one-quarter (1/4) of the number of hours in an employee's normal work week for each calendar month in which the employee has received pay for at least twice (2) the number of hours in the employee's normal workweek. Part-time employees may claim up to 10 sick days per calendar year from these credits.
 - a. All employees are required to notify supervisor of absence due to illness or inability to work.
 - b. After the third consecutive workday absent from work, employees must produce a doctor's note.
 - c. Any employee may also take up to three consecutive days of paid sick leave to care for an ill family member.

6. Any employee may take up to three paid days and 2 unpaid days bereavement leave following the death of an immediate family member. Exceptions would be made based on circumstances.

“Employee’s spouse” shall include the husband, wife, common-law spouse or same-sex spouse of the employee. “Child” shall include biological children, adoptive children, or foster children.

If the employee must travel an extended distance or requires extended time to attend a funeral, additional unpaid leave may be granted at the discretion of the Library Director.

If the Library Director must travel an extended distance or requires extended time to attend a funeral, additional unpaid leave may be granted at the discretion of the Library Board Chair, or in their absence any other Officer of the Board, may approve additional leave for the Library Director.

Performance Evaluation

7. The primary purpose of performance evaluation is to compare actual results with desired results and to design action plans for the future. The essence is guidance, mentoring, and development for continuing improvement. It is also an opportunity to thank employees for their efforts on behalf of the library. The Library Board is an employer, and so it must take steps to evaluate its employees on a regular basis.
8. All employees, including the Library Director, should be evaluated at the end of their six-month probationary period. They should then complete the Performance Evaluation Form with their supervisor once a year. Performance evaluations shall be conducted in the fourth quarter. However, performance conversations should also be taking place throughout the year, as described in Section C of the Director and Staff Performance Evaluation Forms as well as the comment/concern section of the Custodian checklist and comment section of the Volunteer evaluation form.
9. The Library Director shall be evaluated by the Personnel Committee of the board. The Personnel Committee will consist of three Board members. The Board Chair should be one of the Board members who sits on this committee, because the Board Chair is the primary contact person between the Library Board and the Library Director.
10. The Library Director will meet with the Personnel Committee, and they shall complete the evaluation form together. The completed evaluation form shall then be placed in the Library Director’s personnel file.
11. A report to the Board shall be made by the Personnel Committee.
12. The Library Director is responsible for evaluating the other library staff. All staff will interview with the Library Director, and they will complete the evaluation form together. The completed evaluation form shall then be placed in the staff member’s personnel file.
13. The Library Director is responsible for evaluating the library volunteers. All volunteers will interview with the Library Director, and they will complete the evaluation form together. The completed evaluation form shall then be placed in the volunteer’s personnel file.
14. A report to the Board shall be made by the Library Director.

Library Cards

15. Library cards will be free for all staff, volunteers, including Board members, and their families.

Volunteers who have served for ten years or more qualify for a free lifetime library card for themselves and their spouse.

Grievance Procedure

16. An employee or library volunteer who has a grievance or concern related to his employment in the library should first discuss the concern with the Library Director in an attempt to resolve the matter. If the Library Director has a concern, they should discuss the matter with the Library Board Chair.

17. If the griever and the Library Director or the Library Director and the Board Chair cannot resolve the issue, a full written record of the concern should be made to the Library Board within 15 days of the discussion.

18. The Library Board will then refer this matter to the Personnel Committee of the Board. This committee shall review the matter and make a recommendation to the Board.

There should be three Personnel Committee members reviewing the grievance, including one officer of the Board. If the griever's grievance is with a member or members of the Personnel Committee, that member or members shall not participate in the review process related to that grievance. This may require the Board to appoint a new member or members to the Personnel Committee, or for the Personnel Committee to choose an Interim Committee Chair.

19. After receiving and considering the recommendation of the Personnel Committee, the Board should make a decision regarding the grievance. A written record of this decision should be forwarded to the griever within 30 days of the original written concern being received.

20. If the response or decision of the Library Board is unsatisfactory to the griever, he has the right to appeal to other organizations as applicable:

- a. Alberta Employment Standards: Contact for issues related to hours of work, holiday pay, days off, maternity and parental leave, overtime hours, vacations, wage payment, and employee termination.
- b. Occupational Health & Safety: Contact for issues related to workplace safety, including working alone.
- c. Office of the Information and Privacy Commissioner of Alberta: Contact to make a request for your personal information under the FOIP act. For more information about the FOIP act, contact Service Alberta.
- d. Alberta Human Rights Commission: Contact for questions regarding discrimination in the workplace.

Procedures

1. Job Descriptions: Library Director, Assistant Director/Interlibrary loans, Program Coordinator, Volunteers, Custodian
2. Performance Evaluations: Library Director, Staff
3. Offer of Employment: Library Director, Assistant Director/Interlibrary loans, Program Coordinator, Custodian

References

Libraries Regulation 7(2)(a)

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