

***PERSONNEL***  
**POLICY**

**Per-1 JOB DESCRIPTIONS**

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 personnel committee. A job description shall include the following:

- job title;
- qualifications required;
- salary range;
- hours to be worked;
- specific tasks;
- supervisory responsibilities;
- accountability.

Job description shall be updated as required.

A copy of the job description shall be filed by the CEO in the library's personnel file, a copy given to the employee and a copy shall be added to the ***Bonfield Public Library Policy Manual – Personnel Policy – Appendix A.***

**Per-2 HIRING PRACTICES**

“Every person has the right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status or handicap.”

*Human Rights Code*

**2.1 Hiring of Relatives and Board Members**

The Board will not disallow qualified relatives of current staff or Board members to apply for any position available at the library.

The relative on the personnel committee and/or Library Board will be required to abstain from their vote due to the conflict of interest.

Summer employment and or volunteer high school hours for children of employees or Board members is acceptable and encouraged as long if there is no direct reporting relationship.

**2.2 Advertising**

Publication of any and all vacancies will be advertised at least one week prior to the appointment being made.

The advertisement will briefly describe the position available and request applicants to submit a cover letter and a resume outlining their qualifications and suitable for the position.

A closing date for receiving applications and the name and address of a contact person will be specified in the advertisement.

**2.3 Applications**

Applications for any and all positions will only be accepted with a cover letter and a résumé.

## **2.4 Interviewing**

No candidate for a position with the library shall be hired without a personal interview.

Interviewing will be conducted by the personnel committee according to the following procedures:

- Preferred criteria for any position at the Library may include: interpersonal skills, education, training, relevant work experience, special skills, talents, and fluency in both official languages.
- Candidates for interviews will be selected based on the above criteria.
- A job description is sent prior to the appointment with the scheduled time for the interview.
- Standard questions are developed for use in the interview. Candidates will have the opportunity to ask questions.
- References will be checked before final decision is made.
- Second interviews may be held if necessary.
- The position may be re-advertised if a successful candidate is not found.

## **2.5 Appointments**

- A final decision regarding the appointment will be made by the Board.
- The successful candidate will be notified by telephone or personal contact. After the Board's decision.
- A formal notification is sent in the form of a letter to the successful candidate.
- Unsuccessful interviewed candidates will also be notified in writing.

The letter of agreement is a form of contract between the library and the employee. It states:

- The library's decision to hire the candidate.
- That the employee will initially be hired on a probationary period of three (3) Months and six (6) months.
- The date and time at which the employee should be present to begin work.
- Clearly the rate of pay and vacation during and after the probationary period.
- The hours of work.

- A sample copy of the **Employee Contract** shall be added as **Appendix B** to this **Bonfield Public Library Policy Manual – Personnel Policy**.
- A copy will be filed in the library's personnel file, and a copy given to the employee.

## **2.6 Probationary Periods**

- Probationary period will be three (3) months and six (6) months, commencing the first day of employment unless otherwise stipulated by the Board.
- The probationary period may be extended by Board decision.
- Problems that occur will be carefully documented and discussed with the employee to give him/her adequate opportunity to improve.
- A written report of the employee's performance (or performance evaluation) will be presented to the Board for review at the end of each the employee's probationary period.
- This report shall be given to the employee and a copy filed in the library's personnel file.

## **2.7 Orientation**

Time will be spent with new employees during the first few days on the job, on:

- An orientation to the library building, services and organizational structure;
- Examination of the job description, the Library's Personnel Policies and Procedures and other specific policy and procedures manual(s) of the library; and
- Step by step training on the procedures for specific tasks.

## **Per-3 SCHEDULING**

- The schedule for the time of work is prepared by the CEO.
- If staff wishes to make changes to the schedule they must obtain the CEO's approval.
- An employee is responsible for communicating to the CEO or designate at least 1 hour before the start of the shift any absence or anticipated lateness.

## **Per-4 SALARIES AND WAGES (COMPENSATION)**

- Salary review will be undertaken annually.
- The Board establishes the salary for its employees. The Board is also responsible for the determining pay periods, hours of work, and overtime policies subject to the **Employment Standard Act**.
- Employees of the Library will receive payment for service every two weeks.

**THREE HOUR RULE:** If any employee is called into work, but is sent home after working less than three hours, he or she must be paid whichever of the following pays the most: Three hours at the minimum wage; OR the employee's regular wage for the time worked. The rule doesn't apply to: students (including students over 18); or employees whose regular shift is three hours or less. For more details visit [www.labour.gov.on.ca](http://www.labour.gov.on.ca)

**OVERTIME:** Time worked in excess of regular scheduled hours may either be paid out at regular pay or accrued and taken as time in lieu with the approval of the CEO.

## **Per-5 TRAINING and DEVELOPMENT**

The Board encourages staff and any members of the Board to continue their education and professional development through participation in formal courses, workshops, conferences, or observations in other libraries that will benefit the Library as a whole.

An employee wishing to participate in a training and development event or program shall make application in advance to the CEO and/or the Board. The application should provide details of the event or program and a detailed account of what related expenses the employee may wish the Board to subsidize.

The Board may upon submission of receipts, agree to subsidize the cost of some or all of the expenses incurred.

The Board shall, in drafting its annual budget estimates, make provision for the training and development of employees.

## **Per-6 BENEFITS**

### **6.1 Paid Holidays**

The ***Employment Standards Act*** of Ontario states that employees are entitled to public holidays with pay.

All employees shall receive time off, with pay, for the following holidays subject to the ***Employment Standards Act Regulations***: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day and Boxing Day.

The Library will be closed Easter Monday, the Civic Holiday (1<sup>st</sup> Monday of August) Remembrance Day (November 11<sup>th</sup>) Christmas Eve, New Year's Eve and September 30<sup>th</sup> National Day for Truth and Reconciliation. Staff scheduled to work on those days shall be granted those days as paid holidays at their regular pay rate.

Additional paid or unpaid holidays may be granted by the Board.

## **6.2 Vacations**

After one year of service, the CEO/Librarian is entitled to a minimum two (2) weeks' vacation with pay.

All other employees of the Bonfield Public Library will receive four (4) percent of their annual salary on each pay period, according to the ***Employment Standards Act***.

Vacation cannot be carried forward to the following year unless approved by the board.

The CEO/Librarian shall be granted vacation with full pay in accordance with the following schedule:

After one (1) complete year of service	2 weeks
After five (5) complete years of service	3 weeks
After ten (10) complete years of service	4 weeks
After fifteen (15) complete years of service	5 weeks
After twenty (20) complete years of service	6 weeks

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.

## **6.3 Sick Leave**

All full time employees of the Bonfield Public Library will receive payment up to a maximum of 3 days for sick leave.

After ten (10) consecutive calendar days absent, the absence will be brought to the library Board for discussion and review.

## **6.4 Bereavement Leave**

In the event of the death of a member of an employee's immediate family (father, mother, spouse, child, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law), the employee shall be granted up to three (3) consecutive days of leave of absence with regular pay. Additional days of leave may be granted at the discretion of the Library Board. Leave for deaths of persons other than the above mentioned may be granted without pay at the discretion of the Library Board. This will pertain to all employees.

## **6.5 Maternity or Parental Leave**

Maternity/Parental leave will be governed by the appropriate provisions of the ***Ontario Employment Standards Act***.

## **6.6 Jury and Witness Duty Leave**

Employees required to serve as Juror or Crown Witness under subpoena will be paid the difference between his or her normal earnings and the payment he or she receives for such service. The employee will be required to present proof of service and the amount of payment received. Expense allowances, paid by the court, will not be considered part of such fees.

**6.7 Special Leave of Absence**

Other cases for leave of absence may be granted with or without pay with approval of the Board.

**6.8 Pensions**

Employers and employees must pay into the Canada Pension Plan. The Board does not support any private pension plan.

**6.9 Employment Insurance**

Employer and employee contributions to the Employment Insurance are compulsory.

**6.10 Health – Related Benefits**

Through the Employer's Health Tax, contributions are made on behalf of an employee to the Ontario Health Tax. This is required by the current provincial legislation. The CEO/Librarian is provided with a Health Benefit package as approved by the Board.

**6.11 Workplace Safety (and) Insurance Board (WSIB)**

All employees of the Board shall be covered under the provisions of the WSIB Act during the performance of their regular duties.

An employee must report immediately to the CEO or Chairperson any injury sustained while at work.

**See also Off-1.**

**Per-7 PERFORMANCE APPRAISAL**

The performance evaluation is the supervisor's opportunity to commend the performance of the employee and to direct him or her to areas which need improvement.

At the end of three (3) months and (6) months' probation period the Board will evaluate the CEO performance.

At the end of three (3) months and (6) months' probation period, the CEO will evaluate all other staff.

Performance evaluation may be carried out more frequently at the discretion of the Board.

Employees will be provided with a copy of the evaluation and the original will be placed personnel file.

*(A sample copy of the "Performance Evaluation Forms" has been added to this Personnel Policy Manual for reference). See Appendix C.*



**Per-8 LABOUR RELATIONS****8.1 Grievances**

Any complaints or dissatisfaction on the part of employees regarding working conditions, salary workload or interpersonal conflicts will be submitted in writing to the CEO and Chairperson of the Board.

The employee will be notified, in writing, of the Board's decision on the matter.

**8.2 Disciplinary Action**

The Board expects all library employees to conduct themselves in a professional manner and in a way which reflects well on the library as an important and respected institution in the community.

The Board considers the following to be unacceptable conduct on the part of its employees:

- Being rude to patrons;
- Being absent without leave;
- Unauthorized use of library property to his or her own benefits;
- Breach of confidentiality and trust;
- Contravention of Library Board policies; and
- an act of willful misconduct, disobedience or neglect of duty.

The CEO shall ensure that the unacceptable nature of such conduct is immediately brought to the attention of the employee found responsible, and shall demand that the offending conduct not be repeated.

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.

In the event that the problem is not solved, the CEO shall bring the matter to the Board for resolution.

*\*See also Attachment Policy Number 2014-07 Employee Code of Conduct Policy and Policy Number 2014-08 Board Code of Conduct Policy*

**Per-9 TERMINATION OF EMPLOYMENT**

Sufficient advance notice of termination, in writing, must be given in accordance with the provisions of the *Employment Standards Act*.

An employee of the Bonfield Public Library must give the Board two (2) weeks written notice of their intention to resign.

The Board must give an employee two (2) weeks written notice of their intent to dismiss an employee.

The CEO is empowered to suspend an employee while awaiting Board approval.

**Per-10 MEMBERSHIP IN ASSOCIATIONS**

The Board recognizes the value to the library of the regular contact in the library community at large. The Board, therefore, agrees to make provision in its budget estimates for annual fees to the Associations that achieve this end.

**Per-11 PERSONNEL FILES**

Under the *Municipal Freedom of Information and Protection of Privacy Act*, all personnel files are confidential. Access to these files will be limited to CEO and the Board.

Employees have the right to view the contents of his or her file in the presence of the CEO and may add material to the file with the knowledge of the CEO. The file, however, is the property of the Library, and individual documents must not be altered or removed.

The Library will keep a complete and up-to-date file on each employee. The file will include:

- résumé and completed application form where one was used;
- letter of agreement or contract;
- job description;
- emergency information (contact person, Ontario Health Card Number);
- correspondence concerning the employee;
- record of courses taken;
- performance evaluation ;
- Canadian Police Information Centre (CPIC) check on file;
- Offence Declaration and
- any other documentation an employer or employee wishes to add.

Personnel file will be kept for a period of one year after the employee ceases employment at the library. After such time all documents will be shredded.

