

## 5.1 Personnel

In the event of any discrepancy between the policies of the Board and Alberta Employment Standards, the latter will prevail. Alberta Employment Standards is available online at the Government of Alberta website. If Library policy exceeds minimums established by Alberta Employment Standards, then Library policy will prevail.

### Working Hours

1. The hours of work of Library employees will be set to meet the needs of Patrons with consideration given to meeting the needs of employees.
2. The regular hours of work for the Head Librarian and Assistant Librarian are seven and a half (7.5) hours per day, and thirty-seven and a half (37.5) per week.
3. A full time employee works more than 30 hours a week at the Library.
4. A part time employee works fewer than 30 hours a week at the Library.
5. A casual employee works on an as-needed basis for any number of hours per week.
6. Breaks will be provided according to Employment Standards Code.
7. Statutory holiday pay will be given as provided for in the Employment Standards Code.
8. Extra shifts or hours will be paid at the employee's normal rate of pay.
9. Overtime hours for non-managerial employees are hours worked after eight hours per day or after forty-four hours per week and will be paid in accordance with Employment Standards Code.
10. A full time employee called back to work outside his/her scheduled hours will be paid for a minimum of three hours at overtime rates.
11. In order to allow for flexibility and accommodate occasional need for time off on a work day, employees may occasionally bank time to be taken in the future as time-in-lieu. This requires advance written approval of the Head Librarian. Time in Lieu will be given at the rate set in the Employment Standards Code. The time off will be provided, taken or paid within six months of the end of the pay period in which it is earned.
12. Work schedules will be posted a minimum of seven working days in advance of the work days. It is the responsibility of employees to be aware of when they are expected to work.
13. Each employee must complete an electronic time sheet 9:00 am every second Monday, unless otherwise instructed by the Head Librarian.

### Compensation

14. A job category pay scale will be set periodically by the Board.
15. Annual cost of living increases, effective on January 1 of each year, will be considered by the Board.
16. A benefit package will be provided, as per Town of Coaldale policy, for all full time and part time employees after completion of a six month probation. The benefit package for the Head Librarian will be the same as the benefit package given to Managers of the Town of Coaldale. Other full time employees will be given the same benefit package as that provided of AUPE members.

17. Employees on an authorized leave of absence may opt to continue to participate in the group benefit plan. The Employee shall prepay both the employer and employee portion of applicable premiums.
18. All employees are entitled to a free individual membership at the Library and shall be exempt from late charges.
19. When the Library is closed due to unsafe environment:
  - i. and subsequently re-opens late, Staff scheduled to work who report to work will be paid for the number of hours they were scheduled to work that day;
  - ii. and subsequently re-opens late, Staff scheduled to work who do not report to work within a reasonable time will not be paid for the number of hours they were scheduled to work that day, but may utilize a vacation or personal day;
  - iii. if the closure is for an entire day, then all Staff scheduled to work will be paid for the number of hours they were scheduled to work that day;
  - iv. if the closure occurs once the Library is open for the day, then Staff will be paid for the number of hours they were scheduled to work that day.

#### Discipline

20. If the Head Librarian determines that an employee is not meeting minimum acceptable performance standards, then work plans will be reviewed and objectives set with the employee to identify causes of deficiencies. The Head Librarian and the employee will develop a written action plan to assist the employee to improve their performance. Where there are persistent deficiencies the following steps will be taken:
  - First: a documented verbal warning with an agreed upon time frame to discuss the deficiency;
  - Second: a written warning that includes a reasonable time frame to correct the deficiency;
  - Third: a second written warning that includes a reasonable time frame to correct the deficiency.
21. All disciplinary documentation will be immediately copied to the employee and a signed copy acknowledging receipt will be placed in the employee's personnel file.

#### Termination of Employment

22. Termination for just cause will be administered in accordance with guidelines established by Alberta Employment Standards.
23. The Head Librarian has the authority and responsibility to discipline or dismiss any employee for just cause.
24. Termination for just cause may include, but shall not be limited to, conduct or any act of an employee prejudicial or injurious to the Library, its interests, its reputation or its operation. Such causes may include:
  - a) Theft
  - b) Dishonesty
  - c) Wilful misconduct
  - d) Violence
  - e) Disobedience
  - f) Conflict of Interest
25. An employee dismissed for just cause will forfeit any special privileges or benefits and will receive only wages and vacation pay due, as well as a completed Record of Employment.

## Resignation

26. An employee wishing to terminate employment for any reason must submit a written notice at least two weeks prior to termination date.
27. The Head Librarian must inform the Board of an employee resignation.
28. With a notice of termination, termination pay will be provided based on appropriate period of employment.
29. The Head Librarian must give a minimum of six weeks notice in writing to the Board prior to resigning.

## Performance Evaluation

30. 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.
31. The Head Librarian will be evaluated by the Human Resources Committee on an annual basis. The Human Resources Committee will submit an evaluation report to the Board.
32. Employees will be evaluated yearly by the Head Librarian.
33. Volunteers will be evaluated yearly by the Head Librarian.

## Grievance Procedure

34. Grievances from staff or volunteers will be made in writing to the Head Librarian. If the matter is not settled to the griever's satisfaction within ten working days of submission of the written grievance, the griever may forward the grievance to the Board for consideration at their next scheduled meeting. The Board will make a decision within thirty days of the Board meeting and forward the decision in writing to the griever.