



Definitions

In the Otonabee – South Monaghan Library Board Human Resources Policy:

- a) "Board" means the Otonabee – South Monaghan Public Library
- b) "Employer" means the Otonabee – South Monaghan Public Library Board
- c) "Library" means the Otonabee – South Monaghan Public Library
- d) "CEO" means the Chief Executive Officer of the Otonabee – South Monaghan Public Library Board
- e) "Employee" means any person employed by the Otonabee – South Monaghan 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 as specified in a formal contract signed by both Employer and Employee.

General information HRP-1

1. All employees are employed by the Otonabee – South Monaghan Public Library Board. Human Resources policies and practices are established by the Board.
2. All employees working in 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 by providing staff development activities and establishing policies and working conditions conducive to high morale thus enabling 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 Otonabee – South Monaghan 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 Otonabee – South Monaghan Public Library Board subscribes to the provisions of the current Employment Standards Act of Ontario and of the current Ontario Human Rights Code.

Responsibilities of the Board HRP-2

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 Human Resources procedures and directs the training and development, performance evaluation, 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 maintains job descriptions and implements performance contracts for all staff.
8. The CEO prepares work and vacation schedules and authorizes leaves of absence.

Job descriptions HRP-3

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) and kept up to date.

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 Human Resources file, a copy given to the employee, and a copy added to the Human

Eligibility for employment HRP-4

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 based on 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.
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 Otonabee-South Monaghan Public Library Board 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.
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.
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.

Notice of vacancies HRP-5

1. When vacancies occur or new positions are created, the CEO (or the Board, when recruiting a new CEO) shall ensure that notice thereof. The position and qualifications required will be placed in the newspaper, websites (both library and municipality) and in a bulletin will be posted in the library at least three weeks prior to an appointment being made.
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.

Interviewing candidates HRP-6

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/or supervisory 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,
 - 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.

Letter of agreement HRP-6

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 a specified number of months
 - 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
 - h) Police Checks must be done and kept on file. Police checks updated every 5 years.
3. A copy of this statement shall be filed by the CEO in the library's Human Resources file.

4. The employee shall also receive a copy of the Board's Human Resources policy statement and a copy of the job description for the position.

Date of appointment HRP-7

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.

Orientation and training HRP-8

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 Human Resources policy.
- c.) step-by-step training on procedures for specific tasks.

Hours of work HRP-9

1. Regular work hours shall be assigned when hiring a new employee. Changes shall be agreed upon by CEO and the board.
2. Each employee is entitled to take a fifteen-minute rest break after working for three hours.

Salaries and wages HRP-10

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 should be comparable to that of other municipal department heads, taking into consideration qualifications and experience. Other library staff should be paid on a scale in relation to the salary of the CEO and other comparable municipal positions. Pay Scale/Grid established January 2019 after Pay Equity was fully achieved December 31, 2018 .

2. Salary increases – New Hires:

- a) When an employee assumes increased responsibility or specialized duties, he or

she shall receive commensurate compensation as determined by a revised job description.

3. Pay period:

Under normal circumstances, employees of the library shall be paid two banking days before the end of each month unless the C.E.O. deems otherwise The CEO is paid bi-weekly.

Benefits HRP-11

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.

Payroll deductions HRP-12

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

Income tax, Unemployment Insurance and Canada Pension Plan, in accordance with government requirements and schedules.

Promotion HRP-13

1. When a position becomes vacant, or when a new position is created, any member of the staff possessing the necessary qualifications may apply for the position.
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.

Public holidays and Leave HRP-14

See Public Holiday and Leave policy HR-14

Annual vacation HRP-15

See Annual Vacation policy HR-15

Workers' compensation HRP-16

See Compensation policy HR-16

Performance evaluation HRP-17

1. Regular performance evaluations of each employee shall be carried out to review and evaluate the employee's work performance and to provide an opportunity to discuss

job expectations.

2. Permanent employees shall be evaluated at regular twelve - month intervals. Probationary employees shall be evaluated every three months. Any employee may be evaluated more frequently if this is judged necessary by his or her supervisor.
3. The Board shall evaluate the performance of the CEO, and the CEO the performance of all other employees.
4. Performance evaluations shall be conducted privately. They shall follow a standard format, and comments and results shall be recorded on a standard form.
5. 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.
6. 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 Human Resources file.

Work outside the library HRP-18

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 head office
 - 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.

Replacement Human Resources HRP-19

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.

Grievances HRP-20

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.

Disciplinary action HRP-21

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.
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. If the measures outlined in paragraphs 3. and 4. fail to resolve the problem, the CEO shall consider taking steps towards dismissal of the employee.

Dismissal of employee HRP-21

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 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 Human Resources 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.

Resignation of employee HRP-22

Senior employees of the library shall be required to provide the Board with four weeks advance notice of their intention to resign. All others are required by law to give 2 weeks notice.

Retirement HRP-23

1. An employee's normal retirement date is the last working day of the month of the employee's 65th birthday, however retirement is not compulsory.
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.

Memberships in Associations HRP-24

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 CEO for membership in the Ontario Library Association; and
- b) all reasonable expenses, including travel, accommodation and such other out-of-pocket expenses that may be incurred, for the CEO, or members of the staff appointed by the CEO, to attend meetings and workshops
- c) all reasonable expenses, including travel, accommodation and such other out-of-pocket expenses that may be incurred, for the CEO, or a member of the staff appointed by the CEO, to attend the annual conference of the Ontario Library Association.

Human Resources files HRP-25

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) letter of agreement or contract
 - c) correspondence concerning the employee
 - d) job evaluation forms
 - e) job description
 - f) emergency information (OHIP number, next of kin)
 - g) record of current salary and increments
 - h) any other relevant documentation the employer or employee wishes to add.
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 Human Resources files are the property of the library.
4. All Human Resources files shall be kept confidential.

Revision Policy

This Human Resources policy will periodically be evaluated and revised as times and circumstances require and the above policy supersedes Personnel Policy adopted November 9, 2004.

Board Motion HR – 2014

Adopted Date: May 26, 2014