



Your Community. Your Library.

74 Maple St, Box 39  
Eganville ON K0J 1T0  
613.628.2400  
info@bonnechereupl.com  
www.bonnechereupl.com

## Personnel Policies

Board motion: 59:14 (28 October 2014)

Chair's signature: \_\_\_\_\_

### Definitions

In the Bonnechere Union Public Library Board Personnel Policy,

- a) "Board" means the Bonnechere Union Public Library Board
- b) "Employer" means the Bonnechere Union Public Library Board
- c) "Library" means the Bonnechere Union Public Library
- d) "CEO" means the Chief Executive Officer of the Bonnechere Union Public Library Board
- e) "Employee" means any person employed by the Bonnechere Union 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.

### General information

1. All employees are employed by the Bonnechere Union Public Library Board. The Board establishes personnel policies and practices.
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 Bonnechere Union 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 Bonnechere Union 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**

1. The board hires, evaluates, sets the level of remuneration for, and, if necessary, dismisses the CEO.
2. The board supports the CEO and is available to her or him whenever necessary.

### **Responsibilities of the CEO**

1. The CEO hires, evaluates, promotes and, if necessary, dismisses all other employees of the library, with the approval of the board.
2. The CEO establishes and maintains personnel procedures and directs the training and development, performance evaluation, salary administration and discipline of staff.
3. The CEO recommends staff compensation levels and salary administration policies for approval by the board.
4. The CEO advises the board on staffing requirements.
5. The CEO acts as liaison between the staff and the board.
6. The CEO prepares or oversees the preparation of work and vacation schedules and authorizes leaves of absence.
7. CEO responsibilities are delineated clearly in the document entitled CEO Job Description.

### **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, and a copy shall be given to the employee.

### **Eligibility for employment**

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, team skills, personal management skills, 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.

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 Bonnechere Union 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.
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 permanent vacancies**

1. When permanent vacancies occur or new positions are created, the CEO (or the board, when recruiting a new CEO) shall ensure that notice thereof, outlining the position and qualifications required, shall 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 will be advertised on the library and school bulletin boards and appropriate websites.
2. When permanent 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.

### **Temporary vacancies**

1. When long-term, temporary vacancies occur, such as illness, leave-of-absences for military duty, and maternity leaves, the board, in consultation with the CEO, may appoint from within without notification, but is not required to do so.
2. If the appointee lack a certain skills, the salary may be reduced by up to ten percent in order to ensure funds to hire occasional temporary consultants to fill the gap, for example accountants or cataloguers. Such a reduction will be at the discretion of the board.
3. The contract will state the anticipated period of the temporary appointment with a proviso that the arrangement may be terminated at any time for any reason.

### **Hiring of relatives**

This section of the personnel policy is intended to eliminate any practice that may give rise to conflicts or difficulties for board members, CEO, and employees with respect to the hiring of relatives of a member of council, library board, or existing employees of the library or municipality.

### **Definitions**

“*Relative*” shall mean the wife, husband, father, mother, father-in-law, mother-in-law, sister, brother, son, daughter, son-in-law, brother-in-law, sister-in-law, grandparents, common-law spouse, grandchildren, niece, nephew, and/or foster child of a member of council, local board member, or existing employee of the library or municipality.

1. Hiring of individuals by the library board is subject to the following restrictions:

- a. The individual must not supervise a relative, or
  - b. The individual must not be supervised by a relative.
2. Recruitment of a relative is permissible if the library board or CEO can establish that:
  - a. Standard competition procedures have not been circumvented;
  - b. The applicant is the most qualified;
  - c. No undue influence was exerted on the recruiting officer; and
  - d. No potential conflict or difficulties appear to exist.
3. No member of the library board, CEO, or employee who is related to an applicant for a position with the library shall be involved in the interview for the same. The member of the library board, CEO, or employee shall remain neutral and in no way influence the interviewers who are involved with the hiring of the position to which the relative has applied.

### **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 and/or a member of the board if requested 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 deemed to be a possible final candidate
  - d) Before the interview, provide each candidate with a copy of the job description for the position
  - e) To ensure fairness, ask each candidate a list of questions prepared in advance (conversations may lead to further and different topics, but each candidate will have a chance to respond to the same basic questions)
  - f) Encourage candidates to ask as well as answer questions
  - g) Specify rates of pay and benefits relating to the position for each candidate
  - h) Address categories by which candidates are to be evaluated, such as interpersonal skills, education, training, work experience, special skills, and, to the extent necessary, fluency in both official languages
  - i) Personal and professional references will be checked before a final decision is made
  - j) Following the interviews and reference checks, a decision should be made promptly.
  - k) Notify both successful and unsuccessful candidates as soon as possible after completing the interview process.

### **Statement 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 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
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.

### **Probationary period**

1. An initial probationary period 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 period to ensure that the employee is suited to the position.
4. The CEO (or the board chair and/or a member of the personnel committee in the case of the CEO) will meet monthly with anyone on probation. Written reports on how the new employee is or is not able to meet the requirements of the job shall be prepared at the conclusion of these monthly meetings by the CEO (or in the case of a probationary CEO, by the board chair and/or a member of the personnel committee). These reports shall be given to the employee and a copy filed in the library's personnel file.
5. Police checks will be conducted on all potential employees at the expense of the library.

### **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.

### **Hours of work**

1. Regular work hours shall be determined upon employment.
2. Breaks will be at the discretion of the CEO in accordance with Ontario law.

### **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.

Salary of the CEO shall be determined by the Board after annual negotiations.

When an employee assumes increased responsibility or specialized duties, he or she shall receive commensurate compensation as determined by a revised job description.

The CEO shall be responsible for:

- a) assigning, with the approval of the board, a salary or wage scale to each job category
- b) recommending to the board each salary or wage increment on the basis of satisfactory performance by the employee, at the end of the probationary period and at regular intervals thereafter
- c) reviewing salaries and wages annually with the board and making recommendations.

A new employee shall be appointed at the minimum salary, but the CEO may recommend an appointment at a rate higher than the minimum assigned to the category if the following conditions exist:

- a) the qualifications and experience of the applicant exceed those for beginning in the category
- b) the budget of the library permits the payment of a salary or wage higher than the minimum
- c) it is clearly in the interests of the library to pay a salary or wage higher than the minimum
- d) the salary or wage does not exceed the maximum attached to such position

### **Pay period**

All employees shall be paid every two weeks.

### **Benefits**

1. In accordance with federal law, the board contributes on behalf of its employees toward the Canada Pension Plan (CPP) and to the Employment Insurance (EI) system of Human Resources Development Canada.
2. 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.

### **Payroll deductions**

Deductions shall be made from each pay, where applicable, in accordance with government requirements and schedules, for the following:

1. Income tax
2. Employment Insurance
3. Canada Pension Plan

### **Promotion**

1. When a position becomes vacant, or when a new position is created, any member of the staff 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.

### **Statutory holidays**

1. The library will be closed on statutory holidays of the Province of Ontario. New Year's Day, Good Friday, Victoria Day, Canada Day, Family Day, August Civic Holiday, Labour Day, Thanksgiving, Christmas Day, and Boxing Day. Each employee is entitled to these holidays with full pay.
2. The library will be closed on Easter Monday. Employees expected to work on that non-statutory day will be given opportunities to make up the lost hours within the following two pay periods. No financial remuneration will be provided.
3. When the library observes a holiday on a day when an employee is normally expected to work, a compensating day shall be arranged.
4. 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.
5. If the library is normally open on the day on which Remembrance Day falls, the library will remain closed until noon on that day.

### **Annual vacation**

1. In accordance with the provisions of the current *Employment Standards Act*, all full-time employees of the Bonnechere Union Public Library shall, after one year of service, be entitled to a minimum of two weeks paid vacation. Part time employees are entitled to pay in lieu of vacation, in accordance with the provisions of the current *Employment Standards Act*.
2. Full time employees shall be eligible, after five years of service, to three weeks paid vacation, and after ten years of service, to four weeks paid vacation. No more than one week of this vacation will be taken consecutively without approval from the Board.
3. Vacations may be taken anytime within the calendar year with the approval of the CEO (board chair and/or a member of the personnel committee in the case of the CEO) and where consistent with good public service.
6. Notification of desired vacation dates must be submitted for approval to the CEO (board chair and/or a member of the personnel committee in the case of the CEO).
7. 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.
8. An employee who leaves the library's service, having taken vacation that has not yet been earned shall reimburse the library for any vacation pay not yet earned.

### **Leave of absence**

1. Under special circumstances leaves of absence may be granted by the board. The conditions for a leave of absence are outlined here. Requests for a leave, other than those specified in this section, must be referred by the CEO to the board, or to the chairperson

acting on behalf of the board, who will decide if the request will be granted and, if so, under what conditions.

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 without pay**

a) **Pregnancy leave/Parental leave**

Employees shall be eligible for unpaid pregnancy/parental leave as stipulated by the current *Employment Standards Act*.

**Note:** During this leave, the employee may be entitled to **special** Employment Insurance (EI) benefits.

In accordance with the current *Employment Standards Act*, the employee must be paid at least as much as he or she was earning before the leave. Also, if the wages for the job went up while the employee was on leave, or would have gone up if he or she hadn't been on leave, the employer must pay the higher wage when the employee returns from leave. If an employer has dismissed an employee for legitimate reasons that are *totally* unrelated to the fact that the employee took a leave, the employer does not have to reinstate the employee.

b) **Other**

In all cases other than pregnancy leave or parental leave, a leave of absence without pay may be granted by the board only.

4. **Leave with pay**

a) **Emergency leave**

Up to two days of emergency leave per calendar year may be granted by the CEO (board chair and/or a member of the personnel committee in the case of the CEO).

b) **Compassionate leave**

i) when death occurs to a member of an employee's immediate family, the employee shall be granted leave of absence with pay for up to three (3) consecutive scheduled working days in the six day period beginning with the date of death.

c) **Special leave**

i) leave with pay may be granted for civic or military duty.

ii) an employee who is prevented from working a scheduled day due to having to serve on a jury, on a reporting role, or serving as a subpoenaed witness shall be paid the difference between the pay received for such service and the pay that otherwise would have been received from the board.

**Sick leave**

1. A permanent employee shall be entitled to six days or 45 hours of sick leave per year.

2. After five consecutive sick days, an employee must be able to provide the board with a doctor's certificate unless the Board determines it to be unnecessary in unusual circumstances.

3. An employee may use sick leave credits up to a maximum of three days per year to care for immediate family members.



9. Sick leave does not accumulate after one calendar year.

### **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.

### **Performance evaluation**

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 month during the probationary period. Any employee may be evaluated more frequently if either the supervisor or board judges this necessary.
3. The board shall evaluate the performance of the CEO; the CEO shall evaluate the performance of all other employees. The CEO may request the presence of the board chair or member of the personnel committee.
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 personnel file.

### **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
  - e) special board meetings held away from the library
  - f) attendance at township meetings as necessary
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.

### **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.

### **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.
- c) request the assistance of trained volunteers whenever possible.

### **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.

### **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 that 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 for personal 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. 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.

### **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 two years and shall remain the property of the library. The material will then be kept in a separate file for the statutory period required, usually at least seven years.
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**

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 two weeks' notice.

### **Retirement**

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 decides not to retire at age 65, written notice of such decision must be given 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**

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 look at the possibility of including the following in budget estimates:

- 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; and
- 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.

### **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) 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; and
  - 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 personnel files are the property of the library.
4. All personnel files shall be kept confidential.

### **Related documents:**

Employment Standards Act of Ontario  
Human Rights Code of Canada