



TITLE: Personnel Policy		
COMMITTEE: Internal Topic: Employment	Passed: April 1, 2018 Amended: July 2022	Review Period: Every 5 years Date of Next Review: 07/01/2022

PERSONNEL POLICY

The following policy, between the Town of Ponoka Library Board and its employees will be known as ‘The Town of Ponoka Library Board Personnel Policy.’

This policy takes effect upon ratification of the Board and shall continue in effect from year to year thereafter, unless amended by a majority vote of the Board.
Employee input is welcome and invited.

1. DEFINITIONS

In this policy:

- a) A full-time employee is one who works more than 30 hours per week on a regular basis and is paid on a bi-weekly basis.
- b) A part-time employee is one who works scheduled hours on a regular basis and is paid an hourly wage.
- c) A casual employee is one who does not work regularly scheduled hours.
- d) A permanent employee is one who has completed 90 consecutive calendar days of satisfactory employment in a full or part-time position.
- e) The Library Manager is a full-time position (typically held by one incumbent) designated to be in charge of the operation of the Library and the supervision of Library and staff.
- f) The employer is the Town of Ponoka Library Board.
- g) The Board is the Town of Ponoka Library Board.

- h) Immediate family refers to mother, father, son, daughter, brother, sister, wife, husband, stepmother, stepfather, stepson, stepdaughter, stepbrother or stepsister of the employee.
- i) Sick leave is the period of time an employee is permitted to be absent from work with pay, by virtue of being sick or disabled or because of an accident for which compensation is not payable under the Worker's Compensation Act.
- j) Compassionate leave means time granted an employee to be absent from work with pay in case of serious illness or death of a member of the immediate family.
- k) Statutory holiday means New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any other day proclaimed or adopted as a holiday by the Town of Ponoka Library Board.
- l) Benefits are those listed in Schedule A.
- m) Day means the hours normally worked by a person in a day.
- n) Overtime means all hours worked over 8 hours a day or 44 hours a week, whichever is greater (8/44 rule) unless otherwise outlined in employment agreement.

2. GENERAL

- 2.1. During the first 90 days, employees may be dismissed without cause or may resign without notice.
- 2.2. Conditions of employment and employee benefits will be reviewed annually.
- 2.3. Conditions as shown in Schedule A shall apply to all full-time employees.
- 2.4. An employee wishing to resign after 90 days shall give not less than one weeks written notice to the Library Manager.
- 2.5. An employee wishing to resign after two years shall give not less than two weeks written notice to the Library Manager.
- 2.6. If the Library Manager wishes to resign, they shall present their resignation to the Board.
- 2.7. Alberta Employment Standards will be followed at all times.

3. VACATIONS AND VACATION PAY

- 3.1. No vacation with pay will be granted to a full-time employee until the probationary period has been completed. Vacation credits will be based on a five (5) day work week and accumulated as follows:
 - Up to 10 years continuous service: 8.75 hours per month of employment
 - 11 to 20 years continuous service: 11.75 hours per month of employment
 - More than 20 years: 14.50 hours per month of employment
- 3.1.1. Vacation with pay in excess of credits accumulated will not be granted.
- 3.2. Should an employee resign, a pay adjustment will be made on the final pay cheque if:
 - The employee has vacation credits accumulated.
 - The employee has taken holidays in excess of those days to which the employee would be entitled to for the time worked.
- 3.3. Part-time and casual employees will be paid four (4) percent of their earnings monthly as pay in lieu of annual vacation for the first 3 years of employment; six (6) percent of their earnings for 4-10 years of employment, and eight (8) percent of their earnings for over ten years of employment.
- 3.4. Vacations earned in any given year are to be taken no later than the anniversary date the following calendar year, unless authorized by the Board.
- 3.5. Annual vacation must be taken. Employees will not be paid for unused vacation time except in the case of resignation or termination.
- 3.6. In the event a full-time employee becomes sick or has an accident while on vacation, the employee shall be entitled to reschedule the annual vacation upon producing a medical certificate.
- 3.7. Statutory holidays will be those laid out in the definitions.
- 3.8. If a statutory holiday falls on a day that a part-time employee would be regularly scheduled to work, the employee will be paid regular wages.
- 3.9. If an employee is absent from work the day immediately prior to or following a statutory holiday or civic holiday, no payment shall be made unless such an absence was previously approved. For the Library Manager the absence shall be approved by the Board. In case of illness, normal sick leave procedure shall be followed.

4. HOURS OF WORK

- 4.1. Regular hours of work for the Library Manager will be determined by the Board.
- 4.2. All other employees' hours will be scheduled by the Library Manager.
- 4.3. The employer may for the purpose of carrying out services in an expedient and efficient manner alter the hours of work of the Library Manager. The Library Manager may for the same purpose alter the scheduled hours of other employees.
- 4.4. In the event of an emergency and in the absence of the Library Manager, an employee will receive authorization for action from the following persons in the order in which they are listed:
 - Designated person in charge
 - Board Chair
 - Board Treasurer
- 4.5. If an employee works greater than eight (8) hours in a day or more than forty-four (44) hours in a week, they will be paid for overtime worked.

5. LEAVE

- 5.1. The Library Manager will be credited one (1) day per month for the purpose of sick leave credits. The unused portion of sick leave shall accrue for their future benefit to a maximum of ninety (90) days.
- 5.2. Part-time employees working twenty (20) hours or more per week on a regular basis, shall be entitled to five (5) days total sick leave per calendar year. These will not be carried over to the following year.
- 5.3. Sick leave shall be used by employees for the purpose of their own illness. For any illness in excess of three days, employees will be required to produce a certificate from a physician **if** requested by the Library Manager or Library Board.
- 5.4. Sick leave will not be payable as vacation, retirement or termination gratuity.
- 5.5. Part-time employees working twenty (20) hours or more per week on a regular basis, shall be entitled to one (1) discretionary day per calendar year. This will not be carried over to the following year.
- 5.6. An employee who resigns from employment and returns shall not be entitled to any of the sick leave credits accumulated in the prior employment.

- 5.7. An employee who has been employed for at least 90 days is entitled to up to 5 days of unpaid leave in a calendar year, but only to the extent that the leave is necessary:
- (a) for the health of the employee, or
 - (b) for the employee to meet his or her family responsibilities in relation to a family member.

Before taking a leave under this section, the employee must give as much notice as is reasonable and practicable in the circumstances.

- 5.8. Staff may be granted occasional days off or leave of absence without pay. Various reasons may be considered including, but not limited to: illness, family illness, elder/child care, personal problem, education, maternity leave, jury duty, parental leave or worker's compensation. Any leave of absence without pay by the Library Manager must be approved by the Library Board and any leave of absence without pay by any other employee must be approved by the Library Manager as it may impact the library.
- 5.9. Maternity or parental leave shall be in accordance with Alberta Employment Standards. Management and other employees on leave have the option to continue to contribute to their benefit plan by paying both the employer and employee's share of the benefits package on a monthly basis.
- 5.10. Part-time employees are encouraged to find a replacement for their shift in the case of an illness or absence. They shall inform the Library Manager and Assistant Library Manager of absences and whether or not a replacement was found, leaving enough time for the Library Manager to find a replacement for the shift.
- 5.11. An employee who has been employed for at least 90 days is entitled to up to 3 days of unpaid leave in a calendar year on the death of a loved one. Before taking a leave under this section, the employee must give as much notice as is reasonable and practicable in the circumstances.
- 5.12. An employee summoned to court on behalf of the Board will be paid regular pay. However, any fees and allowance paid to the employee by the court shall be paid to the Board or deducted from the employee's salary.

6. PAY

- 6.1. Payroll records will be kept by the Town of Ponoka Library Board.
- 6.2. Employees will submit time sheets to the Library Manager to be paid in accordance with the Town of Ponoka Library Board's 'Payroll Policy and Procedure.'
- 6.3. Overtime will be paid at a rate of 1.5 times regular rate of pay per hour.

7. ORIENTATION

- 7.1. The Library Manager and Assistant Library Manager are responsible for ensuring the initial orientation of all new employees commencing employment with the Library Board.

8. RECOGNITION OF LONG TERM EMPLOYEES

- 8.1. Long-term staff members will be recognized by the board for their service at the following milestones:
- 5 years
 - 10 years
 - 15 years
 - 20 years

9. STAFF MEETINGS

- 9.1. General staff meetings shall be held at least four times per year as determined by the Library Manager in order to discuss the Library's goals and objectives, long range plans, current developments and to deal with staff concerns.
- 9.2. Proposed items for the agenda should be presented to the Library Manager not less than one week prior to the date of the general meeting.
- 9.3. Staff members requested to attend these meetings who are not scheduled to work at the time of the meeting shall be compensated for their attendance.
- 9.4. The Library Manager is permitted to close the Library's daily operations no more than six times per year in order to conduct staff meetings and professional development training.

10. PERSONNEL RECORDS

- 10.1. The Board will ensure the confidentiality of personnel records by limiting access to the Library Manager and the Human Resources Committee of the Board where required.
- 10.2. An employee may inspect their personnel record and may make copies of material contained in their file. Staff requests to access their personnel records will be recorded therein.

- 10.3. Confidential material concerning age, sex, family circumstances, health, etc., submitted to an employee file shall be restricted to management, except where disclosure is required by law, or where the employee requests such disclosure.

11. POLITICAL ACTIVITY

- 11.1. Employees are permitted and encouraged to participate in Federal, Provincial or Municipal elections.
- 11.2. Employees who wish to run as a candidate in Federal or Provincial elections must take a leave of absence without pay commencing on the day after the writ for the election is issued or on the day following the day their candidacy is publicly announced whichever is later.
- 11.3. An employee who is elected to a Federal or Provincial office shall be terminated effective the last day worked prior to the commencement of leave of absence.
- 11.4. An employee who is a candidate for municipal office and who is elected may continue to be employed provided there is no apparent conflict of interest between their duties with the Board, his election as a public official, and the Libraries Act of Alberta.
- 11.5. Employers are required to ensure their employees have three consecutive hours available to them in order to vote during the time polls are open in accordance with the Alberta Elections Act. If an employee's work schedule does not provide the required consecutive hours either before or after a shift, then that employee shall be given sufficient leave with pay at either the beginning or end of the shift to provide for the required number of consecutive hours.

12. STAFF DRESS CODE

- 12.1. In order to convey a professional image to the public, it is expected that the staff at the Ponoka Jubilee Library present a clean, neat appearance. Library attire is to be business casual.

13. STAFF EVALUATION

- 13.1. In addition to providing information for salary determination, the purpose of staff evaluations and performance reviews will be to:
- Identify how the employee's present performance matches the duties and requirements of their position.
 - Assist each employee to identify actions that may improve their performance.
 - Identify training and development opportunities for the employee.
 - Assist each employee in identifying goals for the coming year.

- Assist each employee in realizing their maximum potential.
- 13.2. The performance of all staff will be evaluated formally prior to completion of their probationary period and not less than once each year thereafter.
 - 13.3. An employee will move to a higher pay rate within the wage grid threshold following a satisfactory performance review.
 - 13.4. If the Library Manager is not satisfied that an employee has met the minimum acceptable performance standards of the position, as agreed during the previous performance cycle, work plans will be reviewed and objectives set with the employee to identify the causes for the deficiencies. Together the Library Manager and employee shall develop and implement an action plan to assist the employee to improve performance.
 - 13.5. Aforementioned points shall also apply to the Library Manager who will be evaluated by the Human Resources Committee of the Board.

14. DISCIPLINARY ACTION

- 14.1. An employee shall be provided with a copy of any documentation regarding work performance or discipline which are to become part of the employee's personnel record.
- 14.2. The first step in any disciplinary action is to ensure that the individual is fully aware of what is expected from them from the standpoint of both performance and behaviour. Every individual as part of their orientation, should be made aware of rules, policies, procedures and job standards that should guide their behaviour on the job.
- 14.3. The Ponoka Jubilee Library follows an escalating disciplinary process, as referenced in the Ponoka Jubilee Library Employee Handbook.

15. TEMPORARY LAYOFF AND TERMINATION

- 15.1. Termination or temporary layoff of employment requires written notice except in the following cases:
 - Termination for just cause
 - Employment has been for 90 days or less
 - Employment is for a defined term or task not exceeding 12 months
 - Employee refuses recall with reasonable alternative work after layoff

- Unforeseeable or unpreventable causes beyond the control of the employer
- 15.2. Temporary layoff notice schedule:
- One week of notice for employment of less than 2 years
 - 2 weeks of notice for employment of 2 years or more
- 15.3. Termination notice schedule:
- One week of notice for employment of more than 90 days but less than 2 years
 - 2 weeks of notice for employment of 2 years or more but less than 4 years
 - 4 weeks of notice for employment of 4 years or more but less than 6 years
 - 5 weeks of notice for employment of 6 years or more but less than 8 years
 - 6 weeks of notice for employment of 8 years or more but less than 10 years
 - 8 weeks of notice for employment of 10 years or more
- 15.4. Termination notice may be substituted by a combination of termination notice and termination pay equal to the wages that the employee would have earned for the applicable termination notice period not covered by the provided notice.

16. EXIT INTERVIEWS

- 16.1. Employees who are leaving the employ of the Library are invited to speak with the Library Manager to discuss their overall level of satisfaction during employment and any employment concerns that they wish to raise. Alternatively, employees may choose to request to speak to the Board.
- 16.2. The Library Manager is invited to speak with the Board when leaving the employ of the library.

17. SALARY CONSULTATION

- 17.1. Salary reviews will be included in the annual budget, prepared by the Library Manager and Board Treasurer. This process is started in August of each year and will be presented at the September board meeting for discussion and approval. Staff will be duly notified in the case of any salary adjustments.
- 17.2. Wage grid steps may also be adjusted following a yearly review of the grid.

Documents Referenced:

'Financial Policy'

'Ponoka Jubilee Library Employee Handbook (Disciplinary Action)'

[Employment Standards Code \(Province of Alberta\)](#)

'Ponoka Jubilee Library Wage Grid (2022)'