

Augusta Township Public Library Personnel Policy By-Laws

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Per-1 Definitions

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

In the Augusta Township Public Library Board Personnel Policy,

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

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Per-2 General information

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. All employees are employed by the Augusta Township Public Library Board. Personnel policies and practices are established by the Board.
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 programmes and services.
3. It is the desire of the members of the Augusta Township 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 Augusta Township Public Library Board subscribes to the provisions of the current *Employment Standards Act* and the *Occupational Health and Safety Act* of Ontario and of the current *Ontario Human Rights Code*.

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Per-3 Responsibilities of the board

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. The board hires, evaluates, sets the level of remuneration for, and, if necessary, dismisses the CEO
2. The board hires, sets the level of remuneration for, and, if necessary, dismisses other all other library employees.

3. The CEO evaluates all other employees of the library and reports to the board.
4. The CEO establishes and maintains personnel procedures and directs the training and development, performance evaluation of staff.
5. The CEO advises the board on staffing requirements.
6. The CEO acts as liaison between the staff and the board.
7. The CEO prepares work and vacation schedules in accordance with Board policies
8. The Board shall endeavor to meet all obligation as stated in the current collective agreement.

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Per-4 Job descriptions

Board motion number: _____ Date of review: _____
 Date of original motion: _____ Chairperson's signature: _____

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 and the Personnel Committee, in consultation with the person holding that position (if applicable). A job description shall include the following:
 - a) position
 - b) hours
 - c) minimum qualification
 - d) competencies
 - e) duties and responsibilities
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, a copy given to the employee, and a copy added to the personnel policy manual.

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Per-5 Eligibility for employment

Board motion number: _____ Date of review: _____
 Date of original motion: _____ Chairperson's signature: _____

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 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 and the Board 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 Augusta Township 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.

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Per-6 Notice of vacancies

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. When 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.
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.

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Per-7 Interviewing candidates

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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 a special committee of the Board and the CEO.
2. 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, and fluency in both official languages
 - 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.

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Per-8 Letter of agreement

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. When a person is employed by the board, he or she shall receive 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 Board Chair 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.

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Per-9 Date of appointment

Board motion number: _____ Date of review: _____
 Date of original motion: _____ Chairperson's signature: _____

An employee's appointment shall be deemed to have come into effect on the first day of employment at the library.

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Per-10 Probational Period

Board motion number: _____ Date of review: _____
 Date of original motion: _____ Chairperson's signature: _____

1. An initial probationary period of nine months 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 three months, in the case of the CEO, to ensure that the CEO is suited to the position.
4. **The Board's Personnel Committee shall prepare a written report on how the CEO is or is not able to meet the requirements of the position, at the end of the fourth and eighth months of the probationary period. These reports will be given to the CEO and the Board, and filed by the Board Chair in the CEO's personnel file.**
5. Written reports on how the new employee is or is not able to meet the requirements of the job shall be prepared regularly by the CEO. These reports shall be given to the employee, presented to the Board at their next meeting, and a copy filed in the library's personnel file.

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Per-11 Orientation and training

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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.

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Per-12 Hours of work

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. Regular hours of work for the CEO at the Augusta Township Public Library are 23 hour per week, as determined by the Board.
2. Regular hours of work for the Assistant Librarian at the Augusta Township Public Library are 17 hours per week, as determined by the Board.

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Per-13 Salaries and wages

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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. The board shall set the salary scale for the position of CEO and endeavor to follow the current collective agreement for other staff positions, while meeting the requirements of Pay Equity.
2. Under normal circumstances, employees of the library shall be paid weekly. The time sheet for the CEO shall be signed each week by a Board member before it is submitted. The CEO shall sign the other employee times sheets before they are submitted.

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Per-14 Benefits

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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.
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.

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Per-15 Payroll deductions

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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.

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Per-16 Promotion

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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.

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Per-17 Statutory holidays

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. Each employee of the library is entitled to the following holidays with **full pay**: **New Year's Day**, Family Day, Good Friday, Victoria Day, Canada Day, Labor Day, Thanksgiving, Christmas Day, and Boxing Day. In addition, the library will be closed for the August Civic holiday and Easter Monday.
2. When the library observes a holiday on a day when an employee is not normally expected to work, a compensating day shall be arranged.
3. 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.
4. The Board shall endeavor to follow the current collective agreement when providing for statutory holidays.

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Per-18 Annual vacation

Board motion number: _____ Date of review: _____

Date of original motion: _____ Chairperson's signature: _____

1. Library staff at the Augusta Township Public Library are part time employees and receive vacation pay.
2. The Library will be closed during two periods each year to provide vacation time. Those designated times are as follows:
 - a) The Library will be closed over the Christmas and New Years holiday time
 - b) The library will be closed for two consecutive weeks in July each year. These two weeks shall be determined by the Board at the April meeting.
3. Other holiday time may be granted at the discretion of the Board and the CEO.
4. The Board and the CEO shall endeavor to follow the current collective agreement.
5. 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.

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Per-19 CEO Time Off In Lieu

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. The CEO will be given two hours lieu time for each Board meeting attended. This time shall be taken at his/her discretion, within 30 days of the Board Meeting, without causing undo hardship to staffing the library. The hours should be marked on the time sheet as "time off in lieu".
2. The time spent by the CEO, outside of regular library working hours, to attend to library related business, may be banked up to a maximum of eight hours. This time may be taken at the CEO's discretion, without causing undo hardship to staffing the library. Notification prior to the use of these banked hours should be made to a member of the Personnel Committee or the Board Chair, and should be marked on the time sheet as "time off in lieu".

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Per-20 **Workers' compensation**

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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. The CEO must report immediately to the Chair of the Personnel Committee or the Board Chair any injury sustained while at work.

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Per-21 Criminal Checks

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

As of September 1, 2003, The Augusta Township Public Library shall endeavor to have all employees complete a criminal check.

- a) the criminal check shall be placed in a confidential file accessible by the CEO and Personnel Committee only
- b) all new employees shall be reimbursed for the cost of the criminal check after successfully completing their probationary period

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Per-22 Performance Evaluation

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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. The board shall evaluate the performance of the CEO, and the CEO shall evaluate the performance of all other employees.
3. The Personnel Committee of the Board shall conduct a full evaluation of the CEO once every three years, with a written report to be completed by May 31 of the evaluation year. A written report of this evaluation **shall be presented to the Board at its June meeting. Yearly reviews of the CEO's goals and objectives will be completed by the Personnel Committee by May 31 and presented to the Board at its June meeting.**
4. The CEO shall conduct a full evaluation of the staff once every three years, with a written report to be completed by September 30 of the evaluation year. A written report of this evaluation shall be presented to the Board at its October meeting. **Yearly review of the staff member's goals and objectives will be completed by the CEO by September 30, and presented to the Board at its October meeting.**
5. Performance evaluations shall be conducted privately. They shall follow a standard format, and comments and results shall be recorded on a standard form.
6. 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 and objectives for the next year.**
7. 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. **The CEO's evaluation will be filed by the Board Chair's in the CEO's personnel file.**

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Per-23 Work outside the library

Board motion number: _____ Date of review: _____

Date of original motion: _____ Chairperson's signature: _____

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
2. Any reasonable expenses incurred by an employee in carrying out such duties shall be reimbursed through the use of the Board's Professional Development Fund. The CEO shall be in charge of the management of this fund and the Board should be kept informed of its use.

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Per-24 Covering Absences

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

In cases where a regular employee is absent from the library due to illness, agreed upon vacation days or duties outside the library, the remaining staff members shall endeavor to cover the absence so that the regular library hours may be maintained. Salaries to be paid for these extra working hours must be approved by the CEO and/or the Board Chair.

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Per-25 Grievances

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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 Board.
 - c) If the problem remains unresolved, the employee should direct the grievance in writing to the Union.
2. When a grievance is directed to the board, the board shall grant a hearing as soon as possible to the parties involved. The board shall notify the parties involved, in writing of its decision concerning the grievance.

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Per-26 Disciplinary action

Board motion number: _____ Date of review: _____

Date of original motion: _____

Chairperson's signature: _____

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. This signed agreement shall be stored in the employee's personnel file.
5. In the event that the measures outlined in paragraphs 3. and 4. fail to resolve the problem, the Board shall consider taking steps towards dismissal of the employee.

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Per-27 Dismissal of employee

Board motion number: _____

Date of review: _____

Date of original motion: _____

Chairperson's signature: _____

1. The Board may terminate the employment of any employee for just cause.
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 indefinitely 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.

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Per-28 Resignation of employee

Board motion number: _____

Date of review: _____

Date of original motion: _____

Chairperson's signature: _____

The CEO of the library shall be required to provide the board with four weeks advance notice of his/her intention to resign. Other employees are required by law to give 2 weeks notice.

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Per-29 Personnel files

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

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
 - 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.
5. The personnel file of the CEO shall be kept, in confidence, by the Chair of the Board.

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Per-30 Staff Recognition

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

The Augusta Township Public Library Board shall recognize library staff years of service, at five-year intervals ie. 5 years, 10 years etc., by presenting the staff member with an appropriate gift and a nameplate on the Staff Recognition plaque.

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Per-31 Bereavement

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. An employee will be allowed up to four (4) consecutive days' leave of absence, with pay for regularly

scheduled hours, in the event of the death of their parent, spouse, child, brother, sister, parent-in-law, sister/brother-in-law or grandparent for the purpose of making arrangements for attending the funeral.

2. An employee will be allowed up to three (3) consecutive days' leave of absence, with pay for regularly scheduled hours, in the event of the death of their grandparent-in-law, aunt, uncle, nephew or niece for the purpose of making arrangements for attending the funeral.
3. Time off with pay may be granted on an individual basis to attend a funeral, at the discretion of the Chairperson, or Vice Chairperson of the Board.

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Per-32 Criminal Background Checks

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

As of September 1, 2003 the Augusta Township Public Library Board shall endeavor to have all Library volunteers complete the criminal checks shall be placed in a confidential file accessible by the CEO and Personnel a criminal check.

1. the criminal checks shall be placed in a confidential file accessible by the CEO and Personnel Committee only.
2. all new library volunteers shall be reimbursed for the cost of the criminal check after regularly volunteering for a three month period.

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Per-33 Proctoring of Exams

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

Augusta Township Public Library staff may, at the discretion of the CEO, undertake to proctor exams on the condition that minimal supervision is required.

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Appendix A
Augusta Township Public Library
Job Description CEO/Head Librarian

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Position: CEO/Head Librarian

Hours: 23 hours per week

Minimum Qualifications:

- Some post secondary education
- Excel Library certificate or equivalent education
- Seven years Public Library experience
- Working knowledge of an automated circulation system
- Experience in managing a computer network system
- Good communication and interpersonal skills
- Leadership and organizational experience

Competencies:

The CEO/Head Librarian will be evaluated based on the following competencies:

- Accuracy
- Aptitude
- Communication
- Confidentiality
- Creativity
- Customer Service
- Dependability
- Initiative
- Interpersonal Skills
- Knowledge
- Productivity
- Safety
- Stress Management
- Time Management

Duties and Responsibilities:

The CEO/Head Librarian will act at all times in accordance with the policies, by-laws and budget requirements of the Augusta Township Public Library Board. The library management responsibilities of the CEO/Head Librarian include:

- Oversee the management of the library computer network, internet and automated circulation system
- Maintain the safe operation of the library building and property
- Purchase supplies and equipment for the building as required
- Oversee the daily operation of the library
- Select circulation, reference, software and periodical materials
- Classify and catalogue library materials

- Determine material to be mended or discarded
- Share daily circulation duties
- Regular inventory of the collection and library property
- Plan and develop library programming
- Train and supervise staff and volunteers
- Maintain employee records
- Evaluate staff regularly according to the Library Personnel By-laws
- Maintain a working knowledge of the current collective agreement with OPSEU
- Exercise general financial supervision over library operations
- Assist in preparation of budget and financial reports with the Finance Committee of the Board
- Attend all Board meetings and act as an advisor to the Board
- Prepare and present monthly and annual reports to the Board
- Assist in the identification and execution of fund raising opportunities
- Assist the Public Relations Committee of the Board to promote the Library and its services
- Respond to public inquiries
- Interpret and explain library policies and procedures
- Handle all library correspondence
- Maintain memberships in professional organizations and update professional skills

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Appendix B

Augusta Township Public Library Job Description Assistant Librarian

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Position: Assistant Librarian

Hours: 17 hours per week

Minimum Qualifications:

- Secondary school diploma
- Some Excel Library courses or a willingness to pursue these courses
- Some library experience and knowledge of the Dewey Decimal System
- Basic computer and internet skills
- Good communication and interpersonal skills
- Good time management and organizational skills

Competencies:

The Assistant Librarian will be evaluated based on the following competencies:

- Accuracy
- Aptitude
- Communication
- Confidentiality
- Creativity
- Customer Service
- Dependability
- Initiative
- Interpersonal Skills
- Knowledge
- Productivity
- Safety
- Stress Management
- Time Management

Duties and Responsibilities:

The Assistant Librarian will act at all times in accordance with the policies and by-laws of the Augusta Township Public Library Board. Duties and responsibilities of the Assistant Librarian include:

- Check books in and out
- Interlibrary Loan Service
- Register new patrons
- Calculate and collect fines, copier costs etc.
- Answer questions related to the collection
- Assist with proper patron use of computers
- Make photocopies and send faxes for patrons

- Assist with requests by the public
- Process and maintain library materials under the direction of the CEO
- Shelf books and read shelves
- Track library supplies and notify the CEO when replacements are needed
- Assist the CEO with weeding and deletion of library materials
- Assist the CEO with volunteer supervision
- Assist with the maintenance of the safe operation of the library building and property
- Maintain contemporary knowledge of library practices and update professional skills
- Act on behalf of the CEO, as required by the Board, in the CEO's absence

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