

**TROCHU MUNICIPAL LIBRARY BOARD**

**PERSONNEL POLICY-Conditions of Employment, Performance Evaluation, Grievance**

**Conditions of Employment:**

1. Hours of work need to be flexible to cover the range of library hours of opening. The library manager will make the work schedules in consultation with employees.
2. Employees are paid in accordance with provincial guidelines.
3. Vacation: Part time employees shall receive vacation time and vacation pay in accordance with Alberta Employment Standards. The chair, or in his/her absence any other officer of the board, may approve vacation time for the library manager. The library manager or her designate shall approve vacation time for all other employees.
4. Sick leave: No salary payment for sick leave if employee works less than 25 hours per week.
5. Any employee may take up to five unpaid days bereavement leave following the death of the employee’s spouse; or the death of a child, mother, father, brother, sister, grandmother, grandfather, grandchild, aunt, uncle, niece, nephew, or cousin of the employee’s or the employee’s spouse. If the employee must travel an extended distance to attend a funeral, additional leave may be granted.

**Performance Evaluation:**

1. The primary purpose of performance evaluation is to compare actual results with desired results and to design action plans for the future. The essence is guidance, mentoring, and development for continuing improvement. It is also an opportunity to thank employees for their efforts on behalf of the library. The library board is an employer, and so it must take steps to evaluate its employees on a regular basis.
2. All employees, including the manager, should be evaluated at the end of their six month probationary period. They should then complete the Performance Evaluation form with their supervisor once a year.
3. The library manager shall be evaluated by the personnel committee of the board. The personnel committee will consist of three board members. The board chair should be an ad hoc member of this committee,
4. The library manager will complete his/her portion of the evaluation form, and the personnel committee will complete the employer portion of the evaluation form. A meeting date and time will be set by the personnel committee, consisting of the board chair and the 2 other board members, which is mutually agreeable to all, to discuss the contents of the forms and provide feedback from and to the manager and committee members. The completed evaluation form shall then be placed in the library manager’s personnel file.
5. A report to the board shall be made by the chair of the personnel committee.
6. The library manager is responsible for evaluating the other library staff. All staff will interview with the library manager, and they will complete the evaluation form together. The completed evaluation form shall then be placed in the staff member’s personnel file. Staff evaluations will be completed annually by the end of January.

**Grievance Procedure:**

1. An employee or library volunteer who has a grievance related to his/her employment in the library should first discuss the concern with the library manager in an attempt to resolve the matter. If the library manager has a concern, he/she should discuss it with the library board chair or appointed liaison.
2. If the griever and the library manager and/or the appointed liaison/chair cannot resolve the issue, a full written record of the concern should be made to the library board within 15 days of the discussion.
3. After receiving and considering the recommendation of the personnel committee to the board, the board should make a decision regarding the grievance. A written record of this decision should be forwarded to the griever within 30 days of the original written concern being received.
4. If the response or decision of the library board is unsatisfactory to the griever, he has the right to appeal to other organizations as applicable:
* Alberta Employment standard
* Occupational health and safety
* Office of the information and privacy commissioner of Alberta
* Alberta human rights commission

Reviewed and approved by the board on Oct 8, 2019

Reviewed and revised at the planning meeting March 4th 2020

Approved with amendments at the AGM May 5th 2020

Randy Lacey, Board Chairperson