

## 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: Part time employees shall earn sick leave time at the rate of one-quarter (1/4) of the number of hours in an employee's normal workweek for each calendar month in which the employee has received pay for at least twice (2) the number of hours in the employee's normal workweek. Part time employees may claim up to 10 sick days per calendar year from these credits. Any employee may also take up to three consecutive days of paid sick leave for an immediate or dependent ill family member.
5. Any employee may take up to five days bereavement leave following the death of the employee's spouse; or the death of a child, mother, father, brother, sister, grandmother, grandfather, aunt, uncle, 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:

6. 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.
7. 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.
8. 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 one of the board members who sits on this committee, because the board chair is the primary contact person between the library board and the library manager.
9. The library manager will meet with the personnel committee, and they shall complete the evaluation form together. The completed evaluation form shall then be placed in the library manager's personnel file.
10. A report to the board shall be made by the chair of the personnel committee.
11. 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:**

12. An employee or library volunteer who has a grievance related to his 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.
13. If the grievor and the library manager and/or the library board 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.
14. The library board will then refer this matter to the personnel committee of the board. The committee shall review the matter and make a recommendation to the board.
15. After receiving and considering the recommendation of the personnel committee, the board should make a decision regarding the grievance. A written record of this decision should be forwarded to the grievor within 30 days of the original written concern being received.
16. If the response or decision of the library board is unsatisfactory to the grievor, 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

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Randy Lacey, Board Chairperson