

## Part 2

### **4.0 PERSONNEL**

#### **4.1 Definitions**

- 4.1.1 “Employer” means the Wainwright Public Library Board.
- 4.1.2 “Librarian means the person/persons hired by the Board to manage the Library.
- 4.1.3 “Employee” means a person within the group employed by the Board on a full-time, part-time, or casual basis, whether permanent or temporary, and paid a salary.
- 4.1.4 “Full-time” shall be employees working more than 2080 hours within any given calendar year.
- 4.1.5 “Shared fill-time” employment is a permanent arrangement between two employees who work out a job sharing contract in consultation with the Board.
- 4.1.6 “Part-time” employees shall be employees working less than 2080 hours, within any given calendar year.
- 4.1.7 “Casual” employees shall be employees who are called into work on short notice and/or are acting as a substitute for another employee.
- 4.1.8 “Temporary employee” means an employee hired for a preset period of time of six months or less.
- 4.1.9 “Permanent employee” means an employee who has satisfactorily completed the probationary period and has an ongoing position with no preset end date.
- 4.1.10 “Library volunteer” shall mean a person receiving no financial remuneration. The Board shall have the authority to pay an honorarium at its discretion.
- 4.1.11 “Staff” means both employees and library volunteers working for the Library Board.
- 4.1.12 “One year of continuous service” shall mean a continuous twelve month period in which 1040 hours of more were worked by a permanent employee.

## **4.2 Duties and Responsibilities of Librarian**

- 4.2.1 In general, the Librarian is expected to provide competent leadership in the following areas of the Municipal Library Service Program.
- a. Work closely with the Board, the patrons, the organizations within the community (e.g. the schools), the Town and Municipal District and library organizations within the Province and Canada, and to do everything possible to make the Municipal Library of optimum service to the community.
  - b. Guide and stimulate patrons of all ages in their needs and use of books and other communication materials.
  - c. Serve the community in the capacity of a specialist of books and reference materials.

### **4.2.2 Responsibilities**

- 4.2.2.1 Collection Development
- a. To evaluate the library collection for purposes of addition and/or deletion of titles.
  - b. To select and order all library materials
  - c. To supervise and assist with the classification and processing of all acquired materials.
- 4.2.2.2 Programs and Services
- a. To assist patrons in location and use of library materials and services, including interlibrary loans and reference questions.
  - b. To determine need for, plan and carry out appropriate library related programming for all age groups.
  - c. To maintain an active public relations program.
  - d. To maintain records of all library activities, both statistical and descriptive.
  - e. Prepares articles and publicity submissions for local media as required.
  - f. Prepared displays, posters and signage.
  - g. Is responsible for maintenance and repair of all library equipment.
- 4.2.2.3 Finance/Accounting
- a. To prepare and forward to the appropriate Bank, financial deposits.
  - b. Prepare, sign and issue all disbursement of funds in conjunction with Policy 1-20, "Accounting and Cheque Signing Authority".
  - c. Keep records regarding the Library's financial activities.

- d. To prepare the annual budget and estimate of funds, together with the Chairperson and the Finance Committee.
- e. To prepare the annual report, together with the Chairperson and the Finance Committee.
- f. To be alert to opportunities for alternate sources of funding.
- g. Accept memorials and donations, assists with record keeping.
- h. To prepare and record bi-monthly payroll.

#### 4.2.2.4 Staff

- a. To develop and maintain a volunteer program.
- b. To select and hire all library staff.
- c. To train, supervise and annually evaluate all staff.
- d. To maintain personnel records consisting of resumes, applications, formal and informal appraisals and correspondence related to the employment development, performance and evaluation of each employee and volunteer, in a confidential manner.
- e. To ensure that deductions required by the Canada Pension Plan, Unemployment Insurance Plan, and Revenue Canada Taxation Department are deducted from the payroll and remitted for all employees as required by the Federal Government.
- f. To facilitate professional development of staff.

#### 4.2.2.5 Relationship with the Board

- a. To act as a technical adviser to the Board.
- b. To know and to advise local and provincial library legislation.
- c. To recommend policies to the Board.
- d. To carry out all approved policies of the Board.
- e. To attend all Board meetings, except portions thereof when own salary and personal evaluation is being determined.
- f. To keep the Board fully and regularly informed in writing in a Librarian's report at Board meetings on all aspects, including financial/accounting, of library operation and programs.
- g. To consult with the Board on all instances of out-of-the ordinary expenditures.

#### 4.2.2.6 Days/hours of work

- a. Establish working schedule for all staff on a monthly basis.
- b. The Librarian position is part-time position and shall not normally include more than 32 hours per week or 1600 hours within any calendar year.

### 4.2.3 Qualifications

- 4.2.3.1 Library Technician Diploma or equivalent education and experience is a requirement.
- 4.2.3.2 Two years of library experience at the supervisory level; or 5 years experience under the supervision of a professional librarian.
- 4.2.3.3 Management, people skills, and self-motivation are required.
- 4.2.3.4 Computer skills are necessary.
- 4.2.3.5 It should be noted that this position involves exposure to dust, includes frequent reaching, bending, standing and carrying.

## 4.3 Duties and Responsibilities of Assistant Librarian

- 4.3.1 In general, the Assistant Librarian shall be responsible to and work under the direction of the Librarian in the following areas of the Municipal Library Services Program.
  - a. Guide and stimulate patrons of all ages in their needs and use of books and other communication materials.
  - b. Serve the community in the capacity of a specialist of books and reference materials.

### 4.3.2 Responsibilities

- 4.3.2.1 Collection Development
  - a. To assist in the maintenance of the collection, including the computer database, shelf reading, and reference questions.
  - b. To assist in the classifying and processing of all acquired materials.
  - c. To track overdue materials and utilize all resources available to collect overdue fines and/or materials.
- 4.3.2.2 Programs and Services
  - a. To assist patrons in location and use of library materials and services, including reference questions and processing interlibrary loans.
  - b. To maintain an active public relations program.
  - c. Performs other duties as assigned by the Librarian.

- 4.3.2.3 Finance/Accounting
  - a. To on occasion prepare and forward to the appropriate Bank, financial deposits.
  - b. Accept and record memorials and donations.
- 4.3.2.4 Staff
  - a. To assist in the overall supervision of staff including volunteers
- 4.3.2.5 Relationship with the Board
  - a. To attend all Board meetings, except portions thereof when staff salary and personal evaluation is being determined.
  - b. To act as Secretary to the Board by taking and transcribing all minutes of Board meetings.
- 4.3.2.6 Days/hours of Work
  - a. To work hours as scheduled by the Librarian.
  - b. Assistant Librarian position is a part time position and shall not normally include more than 16 hours per week or 832 hours within any calendar year.

#### 4.3.3 Qualifications

- 4.3.3.1 Grade 12 diploma is required as a minimum.
- 4.3.3.2 The completion of any library and/or management courses is a requirement.
- 4.3.3.3 At least three years of library experience is required.
- 4.3.3.4 Management, people skills, and self-motivation are required.
- 4.3.3.5 Computer and typing skills are required.
- 4.3.3.6 It should be noted that this position involves exposure to dust, includes frequent reaching, bending, standing and carrying.

### **4.4 Duties and Responsibilities of Library Operations Assistant**

- 4.4.1 In general, the Library Operations Assistant shall be responsible to work under the direction of the Librarian in the following areas of the Municipal Library Services Program.

- a. Guide and stimulate patrons of all ages in their needs and use of books and other communication materials.
- b. Serve the community in the capacity of a specialist of books and reference materials.

#### 4.4.2 Responsibilities

##### 4.4.2.1 Collection Development

- a. To maintain the collection in good order and repair, including the computer database, card catalogue, shelf reading, interlibrary loans and reference questions.
- b. To assist in the classifying and processing of all acquired materials.
- c. To periodically update all library collection records into the computer system and upgrade the system as required by direction for the Librarian.

##### 4.4.2.2. Programs and Services

- a. To assist patrons in location and use of library materials and services, including interlibrary loans and reference questions.
- b. To maintain an active public relations program.
- c. Performs other duties as assigned by Librarian.

##### 4.4.2.3 Finance/Accounting

- a. To on occasion prepare and forward to the appropriate Bank, financial deposits.
- b. Accept memorials and donations and assist in record keeping.

##### 4.4.2.4 Staff

- a. To assist in the overall supervision of volunteers.

##### 4.4.2.5 Days/hours of Work

- a. To work hours as scheduled by the Librarian.
- b. Library Operations Assistant position is a part time position and shall not normally include more than 20 hours per week or 1040 hours within any calendar year.

#### 4.4.3 Qualifications

- 4.4.3.1 Grade 12 diploma is required as a minimum.

- 4.4.3.2 The completion of Library Operation Assistance course and/or equivalent is a requirement.
- 4.4.3.3 At least two years of library experience is required.
- 4.4.3.4 People skills and self-motivation are required.
- 4.4.3.5 Computer and typing skills are required.
- 4.4.3.6 It should be noted that this position involves exposure to dust, includes frequent reaching, bending, standing and carrying.

#### **4.5a Duties and Responsibilities of Library Clerk**

4.5a.1 In general, the Library Clerk shall be responsible to and work under the direction of the Librarian in the following areas of the Municipal Library Services Program.

- a. Guide and stimulate patrons of all ages in their needs and use of books and other communication materials.
- b. Serve the community in the capacity of a specialist of books and reference materials.

#### 4.5a.2 Responsibilities

##### 4.5a.2.1 Collection Development

- a. To maintain the collection in good order and repair, including the computer data base, card catalogue, shelf reading, interlibrary loans and reference questions.
- b. To assist in the classifying and processing of all acquired materials.

##### 4.5a.2.2. Programs and Services

- a. To assist patrons in location and use of library materials and services, including interlibrary loans and reference questions.
- b. To maintain an active public relations program.
- c. Performs duties as assigned by Librarian.

##### 4.5a.2.3 Finance/Accounting

- a. To on occasion prepare and forward to the appropriate Bank, financial deposits.
- b. Accept memorials and donations and assist in record keeping.

- 4.5a.2.4 Staff
  - a. To assist in the overall supervision of volunteers.
- 4.5a.2.5 Days/hours of Work
  - a. To work hours as scheduled by the Librarian.
  - b. Library Clerk position is a part time position and shall not normally include more than 20 hours per week or 1040 hours within any calendar year.

#### 4.5a.3 Qualifications

- 4.5a.3.1 Grade 12 diploma is required as a minimum.
- 4.5a.3.2 The completion of any library and/or computer courses is an asset.
- 4.5a.3.3 At least two years of library experience is required.
- 4.5a.3.4 People skills and self-motivation are required.
- 4.5a.3.5 Computer and typing skills are required.
- 4.5a.3.6 It should be noted that this position involves exposure to dust, includes frequent reaching, bending, standing and carrying.

### **4.5b Library Volunteers**

- 4.5b.1 Duties/Responsibilities
  - 4.5b.1.1 Volunteers shall be responsible to and work under the direction of the Librarian or her designate.
  - 4.5b.1.2 To maintain the collection in good order and repair, including the processing of labels, cards and pockets, material filing and shelf reading.
  - 4.5b.1.3 To assist in the overall operations of the Bookmobile service to the Battle River Lodge.
- 4.5b.2 Active volunteer recruitment shall be the responsibility of the Librarian but all trustees and staff should be alert to inquiries that indicate an interest in volunteering service to the library.
- 4.5b.3 Volunteers within the Library may, or may not, be members of a

library committee or division.

#### **4.6 Continuing Education and Development**

- 4.6.1 At the discretion of the Employer, staff may be requested, or may request to attend work related conferences, seminars, or educational programs. Staff requests must be made in writing to the Board.
- 4.6.2 In the case of programs during scheduled working hours and approved by the Board, the employee shall receive regular pay.
- 4.6.3 The rate payable for automobile travel shall be in accordance with Policy 1.7, “honorarium and expenses”.
- 4.6.4 The Board reserves the right to set a maximum amount payable for a trip, depending upon the alternative modes of transportation available.
- 4.6.5 The Board may authorize the reimbursement in whole or in part of costs incurred in the performance of duties, preauthorized and approved travel, conferences and registration fees, meals, and similar reasonable expenses at cost, upon provision of receipts or in accordance with Town of Wainwright Policy.
- 4.6.6 Library staff shall be reimbursed for taking a library course that has been approved by the Board. Payment will be made upon completion of the course and with a passing grade.
- 4.6.7 The Librarian is responsible for all staff training, including the use of reference techniques and resource sharing.

#### **4.7 Employee Commencement**

- 4.7.1 All vacancies arising from existing or new positions within the library shall be staffed following an open competition.
- 4.7.2 Relatives of Board or staff members may apply in accordance with Town of Wainwright Policy.
- 4.7.3 Applicants will complete the Library’s “Application for Employment” form and submit it to the selection committee (Appendix 4.7)
- 4.7.4 Any offer of employment shall be in writing and the acceptance or

refusal of such an offer shall also be in writing.

#### **4.8 Probationary Period**

- 4.8.1 Before being placed on permanent status, new employees must complete a satisfactory six (6) month probationary period.

#### **4.9 Evaluations**

- 4.9.1 Evaluations will be given to library staff on an annual basis as follows:
- a. Librarian position by the Board.
  - b. All other staff evaluations will be performed by the Librarian and/or Board members.
- 4.9.2 Written evaluations will be given to employees at the end of their six month probationary period and annually thereafter for permanent staff. Appendix 4.9, "Annual Employee Review" form will be used to complete this task.

#### **4.10 Employee Files**

- 4.10.1 There shall be written job descriptions approved by the Board for staff positions.
- 4.10.2 Employees may have access to their personnel file during regular library hours and upon written request to the Librarian.

#### **4.11 Pay Periods and Salaries**

- 4.11.1 Employees are paid on a 26 annual pay period.
- 4.11.2 All salary ranges are set by the Board, with a review of individual salaries to be done every second year, with budget review:
- a. Librarian range (\$10.00 - \$13.00) per hour
  - b. Assistant Librarian range (\$ 8.00 - \$10.50) per hour
  - c. Library Operations Assistant range (\$ 7.50 - \$10.00) per hour
  - d. Library Clerk range (\$6.00 - \$8.50) per hour
- 4.11.3 Staff are not given honorarium.
- 4.11.4 Support staff will receive a seventy-five (.75) cent per hour increase above their posted salaries whenever they are required to act as a substitute for the head librarian or perform duties in

addition to their regular library shifts

#### **4.12 Employee Benefits**

- 4.12.1 All employees shall be covered under the Worker's Compensation Act.
- 4.12.2 Deductions required by the Canada Pension Plan, Unemployment Insurance Plan, and Revenue Canada Taxation Department are deducted from the payroll and remitted for all employees as required by the Federal Government.
- 4.12.3 Board consideration will be given during budget preparation for the provision of additional staff benefits – i.e. bonus, vacation leave, Wainwright "Chamber Bucks", R.R.S.P.'s.

#### **4.13 Named Holidays**

- 4.13.1 On the following named holidays the full-time and part-time employees shall be entitled to a day off with pay for the hours that normally would have been worked:
  - a. New Years Day
  - b. Family Day
  - c. Good Friday
  - d. Victoria Day
  - e. Canada Day
  - f. Labour Day
  - g. Thanksgiving Day
  - h. Remembrance Day
  - i. Christmas Day
  - j. Boxing Day

In addition, the first Monday in August declared by the Mayor of Wainwright to be a Civic Holiday.

- 4.13.2 The Library will close at 4:00 p.m. for the Stampede Barbeque and will be closed Saturday morning for the Stampede Parade.

#### **4.14 Absences, Vacation and Leave Entitlement**

##### 4.14.1 Vacation

- 4.14.1.1 Employees shall be provided annual vacation leave with prior authorization.
- 4.14.1.2 Requests for vacation leave shall be made in writing. Subject to adequate staffing. The Librarian shall approve or deny vacation applications of other library employees, and the Board shall approve or deny vacation applications of the Librarian.

- 4.14.1.3 Vacation allotments
- a. During the first year of service, vacation time is earned in accordance with the Alberta Labour Employment Standards Code.
  - b. During the second, third, and fourth year of continuous service, there shall be two (2) weeks of paid annual vacation leave.
  - c. During the fifth and subsequent years of continuous service there shall be three (3) weeks of paid annual vacation leave.

4.14.1.4 Priority will be given in scheduling to applications made by May 1 for summer vacations.

4.14.1.5 Casual employees shall be paid four percent (4%) of their hourly rate on each chL4UL in lieu of paid leave and shall have two (2) weeks off without pay as annual vacation leave.

#### 4.14.2 Sick Leave

4.14.2.1 “General Illness” means illness which causes the employee to be absent from duty. It includes injury or quarantine, but excludes pregnancy or self-inflicted injury. General illness shall not be granted for pregnancy.

4.14.2.2 Sick leave shall be earned at a rate of one (1) day per month. The maximum accumulation to be twelve (12) days per calendar year.

4.14.2.3 Sick leave shall apply to full-time and part-time employees, and shall be paid to employees for days scheduled but not worked due to general illness.

4.14.2.4 The employee may be required to provide proof of illness upon return to duty. Such proof shall take the form of a medical certificate.

4.14.2.5 Sick leave may be accumulated while employed, but when an employee terminates employment with the library, all unused accumulated sick leave is cancelled on the last day of employment.

#### 4.14.3 Leave of Absences

4.14.3.1 Request for leave of absence must be made in writing:

- a. by the Librarian – to the Wainwright Public Library Board.
- b. by all other staff – to the Librarian.

#### 4.14.3.2 Bereavement Leave

4.14.3.2.1 Bereavement leave for up to (3) consecutive working days will be granted in the case of the death of the following immediate family members:

- a. parent
- b. sister/brother
- c. spouse
- d. son/daughter
- e. mother/father in law
- f. son/daughter in law
- g. grandparent
- h. grandchild

#### 4.14.3.3 Court Appearance

4.14.3.3.1 When an employee is subpoenaed to appear as a witness or served notice to serve as a juror under the Jury Act, during regular scheduled working hours, the Board will decide at the time of notice, whether the employee will receive regular working pay.

- a. Employees are not entitled to leave with pay to attend court leave in a private capacity.
- b. The employee shall supply proof of being called for jury duty to the Board.

#### 4.14.3.4 Maternity and Adoption Leave

4.14.3.4.1 After one year of continuous service, a maximum of eighteen (18) weeks unpaid leave shall be granted for an agreed period of time not exceeding twelve (12) weeks prior to expected date of delivery.

- a. At the discretion of the Board, and on the approval of the attending physician, such leave may commence closer to the expected delivery date.

4.14.3.4.2 After one year of continuous service, a maximum of eight (8) weeks of unpaid leave shall be granted when an employee is adopting a child under three (3) years of age.

4.14.3.4.3 The employee must give his/her employee two (2) weeks' written notice of the date he/she intends to begin leave and of the date he/she intends to resume employment or resign.

#### 4.14.3.5 Terminations

4.14.3.5.1 The employment of an employee may be terminated due to cancellation or reduction by the Employer of any library position carried out by the employee. Such cancellation or reduction will be performed in accordance with the Alberta Labour Employment Standards Code regulations.

4.14.3.5.2 An employee wishing to terminate their employment must give the employer written notice of their intent to terminate of at least:

- a. one (1) week, if employed more than three (3) months but less than two (2) years
- b. two (2) weeks, if employed two (2) years or more

### **4.15 Grievance**

4.15.1 If a dispute arises between the Librarian and a staff person regarding the interpretation application or alleged violation of any Library policies, the staff person may seek to settle the dispute through consultation with the Wainwright Public Library Board.

## **5.0 PATRONS AND THE COMMUNITY**

### **5.1 Publicity and Public Relations**

- 5.1.1 The Library Board and Staff will strive to promote a positive image of the Wainwright Public Library in the Community.
- 5.1.2 The Board recognizes that public relations involves every person who has any connection with the Library. The Board urges it's members and staff members to realize that he or she represents the Library in every public context.
- 5.1.3 The aims of the public relations program are:
  - 5.1.3.1 To make civic leaders and the general public aware of the Library's objectives and services offered and to promote understanding of these goals and services.
  - 5.1.3.2 To encourage active participation by people of all ages in the programs and\* services offered by the Library
  - 5.1.3.3 To invite input from members of the Community at large concerning evaluation of and planning for existing and potential programs and services.

### **5.2 Confidentiality of User**

- 5.2.1 It is the policy of the Board to ensure and respect the conf membership records and to consider any library records to be confidential in nature.
- 5.2.2 The Board recognizes that all library records are for the sole purpose of protecting public property and are not to be used to identify the types of materials used by individual library patrons
- 5.2.3 Library records will be available to local, provincial, or federal governments, including law enforcement officials with a subpoena, process or order pursuant to the law, provided that the order is in proper form.

### **5.3 Sharing Library Resources**

- 5.3.1 The Board recognizes that the Library exists in a community where reciprocal relationships work to the advantage of all parties. Therefore, it is the policy of the Board to make available to other recognized groups the

Library's resources of materials and expertise. Such resource sharing shall be at the discretion of the Librarian.

- 5.3.2 The Wainwright Public Library complies with the "Photocopying in Canadian Libraries" report (Appendix 5.3).

## **5.4 Memberships**

- 5.4.1 Annual Membership costs are as follows:

a.	Children, up to age 18	\$5.00
b.	Adults, 18 years and older	\$15.00
c.	Family*	\$20.00
d.	6 month temporary	\$10.00

\*The "Family" designation refers to 2 parents with 1 or more children or 1 parent with 2 or more children. Children are all under the age of 18. This classification refers to immediate family only. Once child has reached 18 years old, that child is no longer eligible to use his/her parents' family membership. (Amended AUGUST 28,1996).

- 5.4.2 Life-Time Memberships

- 5.4.2.1 The Board, at its discretion, may confer an Honorary Life-time Membership upon any individual who, or group which, in the opinion of the Board, has contributed to the advancement of the Library in some unique or outstanding way.

## **5.5 Age Restrictions**

- 5.5.1 Videos may be lent only on an Adult or Family Membership card, with persons of 18 years or older listed as an approved lending party.