

Madawaska Valley Public Library Policy Manual

Policy Type: Human Resources

Policy Number: HR-01

Policy Title: Human Resources Management

Initial Approval Date: April 30, 2014

Last Review / Revision Date: 2018

Review Date: 2022

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 15(1), “A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.”

Objective

To define the parameters for the Township of Madawaska Valley Public Library Board (the Board), as the employer of all Madawaska Valley Public Library (the Library) staff members, to create and maintain a work environment that is conducive to attaining its mission statement and mandate.

Section 1: Scope

1. *Appropriate staffing is in place to provide services to the community.* The Board will ensure that there is:
 - a) a sufficient number of staff who receive ongoing training and skill updating
 - b) always someone who can step in to run the library on an emergency basis in the absence of the Chief Executive Officer (CEO).
2. *Staff members are treated fairly and professionally.* The Board will have in place human resources policies and procedures that respect and adhere to provincial legislation related to employment and where possible go beyond minimum standards. These policies are applied consistently to all staff members, and staff members are aware of these policies and procedures. Staff members will have a means to express ethical dissent or report that human resources policies have not been adhered to. The Board subscribes to the provisions of the current *Employment Standards Act of Ontario* and the current *Ontario Human Rights Code*, and any other relevant legislation pertaining to fair and equitable human resources practices.
3. *Staff members receive fair compensation.* The Board will make every attempt to ensure that rates of pay and benefits do not deviate materially from the geographic and professional market for the skills employed, and that compensation adheres to the principles of pay and internal equity.
4. *Staff members’ personal information is confidential and will be safeguarded appropriately.* Personnel records may be accessed only by the CEO, direct supervisor, or designated individual (ie. Auditor), in the presence of the CEO and/or Board Chairman, who must protect the privacy of staff members.

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Section 2: Responsibility

The Board

1. The Board is the employer of all staff members, and ultimately, responsible for all human resources decisions.
2. The Board develops and approves all policies that support its vision for human resources management including any clauses or practices originating from the Township of Madawaska Valley (the Township).
3. The Board, as a collective whole, directly manages one staff member, the CEO by hiring, evaluating, setting the levels of remuneration for, and when necessary, dismissing the CEO.
4. The Board may establish an Ad Hoc Committee to undertake HR work on behalf of the Board as a whole, in which case terms of reference for the Committee will be established.

Chief Executive Officer

1. The CEO is responsible for human resources management within the library.
2. The CEO:
 - a) Develops human resource policies that support the Board's vision, for Board approval.
 - b) Keeps abreast of legislative and social changes which may impact on the Board's human resources policies and procedures.
 - c) Manages all library staff and volunteers, either directly or through other supervisors:
 - i. Hires, evaluates, promotes and, if necessary, dismisses all other staff members, with the approval of the Board
 - ii. Establishes and maintains personnel procedures, directs training and development, performance evaluation, salary administration and discipline of all staff members
 - iii. Recommends staff compensation levels and salary administration policies for approval by the Board
 - iv. Advises the Board on staffing requirements
 - v. Acts as liaison between the staff and the Board
 - vi. Prepares work and vacation schedules and authorizes leaves of absence.

Section 3: Staff Records

The library maintains current, confidential information for each staff member to meet statutory requirements such as income tax, Canada Pension, and employment insurance benefits.

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Information is kept to provide documentation to substantiate decisions on hiring, promotion, compensation, benefits, disciplinary action, and termination. A record of emergency contact information for each staff member is also maintained.

1. Staff records are kept in a locked cabinet in a secure location. All electronic records are password protected.
2. Staff members have access to their records, and this access will be noted.
3. Where a Board member seeks access to personal information of an employee or volunteer, the Board member may only obtain the personal information;
 - a) With consent of the individual
 - b) In compelling / emergency circumstances affecting the health or safety of an individual
 - c) In compassionate circumstances to facilitate contact with the next of kin, or a friend of an individual who is injured, ill, or deceased.
4. Employees are not permitted to physically remove or add anything to the content of their personal files.
5. Each record contains basic administrative information including emergency contact numbers; benefits; salary and tax-related information; employment contract; performance appraisals; and professional development information.
6. Staff members and volunteers should advise the CEO promptly of any change to their information retained in their files.
7. Staff records that are no longer required are destroyed in a secure manner, and duly recorded.
8. Any breach of privacy should be reported to the CEO, and / or the Board, depending on the circumstances.

Section 4: Staff Communications

1. Well-informed staff members and volunteers contribute to stronger organizational decision-making and better represent the library to the public it serves.
2. Reports, long-term plans and operational information are circulated to staff members.
3. The CEO meets regularly with staff members to facilitate strong staff participation in the workplace.

Related Documents:

Public Libraries Act, R.S.O. 1990 c. P44, s. 15(1)

Employment Standards Act of Ontario

Ontario Human Rights Code

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