

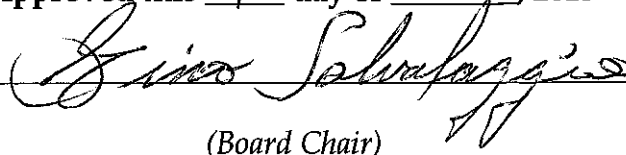
# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

### HUMAN RESOURCE MANAGEMENT POLICY

Approved this 4<sup>TH</sup> day of NOVEMBER, 2013



(Board Chair)

#### PURPOSE:

This policy was prepared to provide a uniform and effective system of human resource management for the Bibliothèque de Beaumont Library.

#### POLICY STATEMENT:

1. To ensure that procedures support the Library's mission, vision and values.
2. To ensure treatment of employees in a consistent manner and in compliance with any applicable legislation such as *Employment Standards Code and Regulations, the Occupational Health & Safety Act, and the Alberta Human Rights Act*
3. To permit the Library to exercise the regular and customary functions of management and to direct the working forces.

#### SCOPE/APPLICATION:

1. The employer reserves the right to modify the terms and conditions of this policy from time to time.
2. If any federal or Alberta provincial law renders void or alters any provision of this policy, the remaining provisions will remain in full force and effect.
3. The feminine gender means and includes the masculine and vice versa and, the singular means the plural and vice versa, as applicable throughout this policy.

#### AUTHORITY/RESPONSIBILITY TO IMPLEMENT:

The Library Manager has the authority to hire, dismiss, promote, demote, reward or discipline any Bibliothèque de Beaumont Library employee.

The Library Manager will be responsible for ensuring the effective administration of this policy and procedures and may delegate such functions as are deemed necessary for the implementation of this system.

Approval Date: November 4, 2013
Revision Date: November 4, 2016

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

### Table of Contents:

<b>HUMAN RESOURCE MANAGEMENT POLICY</b>	<b>1</b>
<b>1. DEFINITIONS</b>	<b>4</b>
<b>2. EMPLOYMENT</b>	<b>5</b>
2.1 Equal Employment Opportunity	5
2.2 Employment Age	6
2.3 Employment Procedures - see Schedule "A".	6
2.4 Terms of Employment	6
2.5 Probationary Period	6
2.6 Resignations	6
2.7 Dismissal	7
2.8 Employment of Relatives	7
2.9 Employment Conduct	7
<b>3. PAY PLAN AND BENEFITS</b>	<b>7</b>
3.1 Job Classification and Salary - see Schedule B	7
3.2 Compensation Rules	8
3.3 Annual Performance Adjustment	8
3.4 Promotion	9
3.5 Acting Appointment Procedures	9
3.6 Incumbency Pay	9
3.7 Payday	9
3.8 Hours of Work	9
3.9 Overtime	10
3.10 Benefits - see Schedule C	10
3.11 Travel and Subsistence Allowance	10
<b>4. LEAVE POLICY</b>	<b>10</b>
4.1 Statutory General Holidays	10
4.2 Vacations	11
4.3 Sick Leave	12
4.4 Family Responsibility Leave	13
4.5 Maternity Leave	13
4.6 Paternity Leave	14
4.7 Parental Leave	14
4.8 Compassionate Care Leave	14
4.9 Bereavement Leave	15
4.10 Mourner's Leave	15
4.11 Leave Absence without Pay	15
4.12 Military Reserve Duty	16

Approval Date: November 4, 2013
---------------------------------

Revision Date: November 4, 2016
---------------------------------

# Bibliothèque de Beaumont Library

## Administrative Policy #1

4.13 Jury Duty / Court Leave	16
4.14 Community Involvement Leave	16
<b>5.0 Human Resources / Personnel Records</b>	<b>16</b>
<b>6.0 Disciplinary Action</b>	<b>17</b>
6.1 Right to Discipline	17
6.2 Grounds for Disciplinary Action - Conduct	18
6.3 Grounds for Disciplinary Action - Work Performance	19
6.4 Procedures for Disciplinary Actions	19
<b>7.0 Employee Complaint Procedure</b>	<b>20</b>
<b>8.0 Severance Payments</b>	<b>22</b>
8.1 Probationary Dismissals	22
8.2 Terminations and Layoffs	22
<b>SCHEDULE "A" - EMPLOYMENT PROCEDURES</b>	<b>23</b>
<b>SCHEDULE "B" - CLASSIFICATION and COMPENSATION</b>	<b>25</b>
<b>SCHEDULE "C" - EMPLOYEE BENEFITS</b>	<b>26</b>
<b>SCHEDULE "D" - EMPLOYEE TRAINING AND DEVELOPMENT</b>	<b>27</b>
<b>SCHEDULE "E" - TRAVEL AND EXPENSES</b>	<b>31</b>

Approval Date: November 4, 2013

Revision Date: November 4, 2016

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

### 1. DEFINITIONS

For the purposes of this policy, the following definitions will apply:

**"EMPLOYER"** means the Bibliothèque de Beaumont Library.

**"EMPLOYEE"** means:

- a. **"PERMANENT EMPLOYEE"** means an employee who has been appointed to a permanent position, and has successfully completed the probationary period.
- b. **"FULL-TIME EMPLOYEE"** means any employee who has been appointed to a permanent position who works 35 hours per week or more and has successfully completed the probationary period.
- c. **"PART-TIME EMPLOYEE"** is one who normally works less than 35 hours per week throughout the year in a position which the employer, in its sole discretion, has designated as a permanent part-time position and who has completed the probationary period. The hours of work for a part-time employee may vary up or down from this standard as required to meet operating needs determined by the employer. However, 20 hours per week will be the minimum.
- d. **"CASUAL EMPLOYEE"** means any employee who has been appointed to provide temporary, relief, or overload services including summer students. This may be on an as-required basis or on a scheduled basis. The duration of the term and weekly hours may vary.
- e. **"TERM EMPLOYEE"** means any employee who has been appointed to a position for a specific period of time. A term employee may be engaged on a full-time or part-time basis within this time frame.
- f. **"PROBATIONARY EMPLOYEE"** means an employee who has not completed their prescribed probationary period.

**"IMMEDIATE FAMILY"** means spouse or domestic partner, mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson and granddaughter including "step".

Approval Date: November 4, 2013
---------------------------------

Revision Date: November 4, 2016
---------------------------------

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

**"EXTENDED FAMILY"** means mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law including "step".

**"HUMAN RESOURCES"** means the HR department of the Town of Beaumont.

**"IMMEDIATE SUPERVISOR"** means the person that an employee reports to directly.

**"JUST CAUSE"** means any conduct which would amount to cause as that term is used by the Courts in Alberta.

**"MANAGER" or "MANAGEMENT"** means all persons appointed to a management position.

**"MEDICAL PRACTITIONER"** means a doctor recognized by the Alberta Medical Association.

**"ORGANIZATIONAL STRUCTURE"** is detailed on the Organizational Chart.

**"OVERTIME"** means working more than the required number of hours per day or days per week.

**"PROBATIONARY PERIOD"** means period of time before an employee becomes appointed to a permanent position.

**"SICK LEAVE"** means the period of time a probationary, permanent, permanent part time employee or term employee (one year or greater appointment) is absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a medical practitioner.

## 2. EMPLOYMENT

### 2.1 Equal Employment Opportunity

It is the policy of the Bibliothèque de Beaumont Library to fill all vacant positions with the best qualified available applicant. Selection will be made on the basis of educational background, related work experience and other job-related factors, but without regard to race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, marital status, age, ancestry, place of origin, family status, or source of income in accordance with the Alberta Human Rights Act, RSA 2000 c A-25.5

Approval Date: November 4, 2013
Revision Date: November 4, 2016

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

### 2.2 Employment Age

The employee will normally be at least 18 years of age. Young persons (15, 16 and 17 years old) may be employed, but their occupations and time of day worked are subject to Provincial Regulatory restrictions. Written approval of the Library Manager or designate must be obtained prior to any offer of employment.

### 2.3 Employment Procedures - see Schedule "A".

### 2.4 Terms of Employment

The new employee will be advised of his/her employment status and position title via an Offer of Employment letter. Each new employee will be provided a copy of the Human Resource Management Policy at the beginning date of employment, which will constitute the terms of employment between the Library and the employee in addition to any specific provisions in their offer letter.

### 2.5 Probationary Period

All new employees appointed to a permanent position will serve a probationary period in accordance with their position as follows:

<b>Job Classification</b>	<b>Probationary Period</b>
Management	6 months
Supervisory	6 months
Non-Supervisory	3 months

During this period, the probationary employee's performance and suitability for the position will be evaluated by their immediate Supervisor.

Before the expiry of the probationary period, the probation may be extended once by authorization in writing from the Library Manager, but in no instance will the length of the extension exceed the initial probation period.

Should the performance of the employee not meet the Bibliothèque de Beaumont Library standards during the probationary period, the employee will be terminated. Any notice or pay in lieu of notice will be as outlined in the Severance Policy.

### 2.6 Resignations

Employees are requested to provide as much notice as possible to facilitate

Approval Date: November 4, 2013
---------------------------------

Revision Date: November 4, 2016
---------------------------------

# Bibliothèque de Beaumont Library

## Administrative Policy #1

operational consideration, but are required to give at least two weeks written notice of resignation. The Library Manager should give at least one-month notice.

### 2.7 Dismissal

Employees who are dismissed lose their benefits upon dismissal, except vested pension entitlements and will be paid out any outstanding hours, overtime and vacation credits.

### 2.8 Employment of Relatives

Two or more members of an immediate family will not be employed where the potential for favoritism or conflict-of-interest could exist.

Except in emergency or unusual situations immediate and extended family members of existing employees will not be employed. In emergency or unusual situations the Library Manager or Board Chair may approve the hiring of an immediate and extended family member for a temporary period not to exceed 30 calendar days.

### 2.9 Employment Conduct

All employees are expected to treat each other with respect and courtesy. All employees are expected to behave in a legal and ethical manner.

## 3. PAY PLAN AND BENEFITS

### 3.1 Job Classification and Salary - *see Schedule "B"*

The Bibliothèque de Beaumont Library has a job classification plan that provides a position classification for all permanent and term positions with the Bibliothèque de Beaumont Library excluding any grant funded positions.

Salary administration will be calculated using a grid based system. The grid system may be revised from time to time by the Library Manager subject to Board approval.

The Bibliothèque de Beaumont Library is committed to a compensation system that ensures that all employees receive fair and equitable remuneration, having regard to the marketplace, and to an employee's duties, education, experience and job performance.

#### New Position

When a new position is proposed by a Manager, the role status, role description and compensation will be reviewed and approved by the Library Board.

Approval Date: November 4, 2013
Revision Date: November 4, 2016

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

### 3.2 Compensation Rules

1. Salary placement for recruitment will be as follows:
  - As a general rule, the starting placement in a salary band will be step 1. If the candidate exceeds the requirements of the position, the Library Manager may approve placement at step 2. In exceptional circumstances, a candidate may be placed at a higher step with approval of the Library Manager and Board Chair.
2. When an employee is moving to a different position, individual compensation will reflect the new role and be in accordance with the approved salary grid. Any decrease in compensation is to be approved by the Board Chair.
3. Any employee whose current salary is in excess of the salary band or step in the salary band that the employee has been placed on will be "red circled", i.e. they will maintain their current salary until such time as the salary band or assigned step on the salary band exceeds the current salary for that employee.
4. Any employee who is above the maximum of their salary band or red circled within the salary band will not receive any economic salary adjustments (including COLA).
5. Where the external market survey indicates a salary in excess of the salary grid, the Library Manager and Board Chair may authorize a market adjustment, i.e. "green circled". Any market adjustment will be reviewed on an annual basis and adjusted accordingly.
6. The Library Manager and Board Chair will meet as required to grade any new positions or any revised position descriptions.

### 3.3 Annual Performance Adjustment

Annual performance adjustments are not automatic. They are subject to a written performance evaluation. Permanent employees may become eligible for performance adjustment increase after their annual performance evaluation completed by December 1<sup>st</sup> of each year.

- a. The employees immediate Supervisor will complete performance evaluations at least once per calendar year.

Approval Date: November 4, 2013
---------------------------------

Revision Date: November 4, 2016
---------------------------------



# Bibliothèque de Beaumont Library

## Administrative Policy #1

- b. A copy of the performance evaluation will be made available to the reviewed employee for review at least two working days prior to the performance evaluation interview.
- c. If the Supervisor and the employee disagree on the performance evaluation, the employee will give a written response to the Supervisor within five working days after the performance evaluation interview, with a copy to the employees' personnel file.
- d. In the case of a disagreement regarding the performance evaluation, the Board Chair will meet individually and jointly with the employee and Library Manager. The Board Chair will issue a final decision in writing following these meetings and will issue a copy to the employee and his or her Supervisor.

### 3.4 Promotion

The Bibliothèque de Beaumont Library will follow the policy of filling a vacancy with the best qualified individual available. In making promotions and transfers, the Library Manager will make such decisions based on qualifications and abilities. The Bibliothèque de Beaumont Library will give consideration to present personnel.

### 3.5 Acting Appointment Procedures

- a. Appropriate, permanent, full-time employees may be appointed to a higher classification on an acting basis in order to fill an absence or vacancy.
- b. Acting appointments are made at the discretion of the Manager.
- c. Acting appointments will not apply where an employee is designated only limited additional duties. Acting appointments made for a minimum of five working days will receive 110% of their regular salary for the days actually worked.
- d. Appointment made as an acting Manager for a minimum of five consecutive days will receive 110% of their regular salary for that period.

### 3.6 Incumbency Pay

Where an employee is assigned 75% or more of the responsibilities of a Supervisory or Management position for a period exceeding 15 working days, the employee is entitled to Incumbency Pay. Incumbency Pay will be equal to a) the greatest of 110% of the Acting individual's current salary, or b) the starting salary level of the position that is being covered. Initially, the individual will receive Acting Pay (110%) until it is confirmed that the criteria for Incumbency Pay are met, at which time the provisions for Incumbency Pay will go into effect retroactively and the pay will be adjusted appropriately.

### 3.7 Payday

All employees will normally be paid bi-weekly on a Friday. When a payday falls on a holiday, an employee will normally be paid on the last preceding work day.

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

### 3.8 Hours of Work

Hours of work are 35 hours per week, and time periods are dependent on operational requirements. Employees are expected to be at work, in fit condition, at their designated start time, and continue until the designated stop time for breaks, lunch or end of workday.

### 3.9 Overtime

Overtime work requires prior approval by a Supervisor or Manager. An employee, in a written agreement between the employer and the employee, will be compensated for overtime work in one of two ways, at the discretion of the employer:

- a. Compensatory time off within six months of occurrence on a 1 hour for 1 hour basis if scheduled or unscheduled.
- b. Additional pay at 1½ times the usual hourly rate.

Any time off must be taken off within six months of when it was earned. Any time in excess of the six month limit can be paid out at the 1½ times rate.

The employer may, at their option, require the employee to take time off in lieu of overtime pay.

Overtime may be required of an employee in an "Acting" position. The normal procedures for overtime will apply at the "Acting" rates.

### 3.10 Benefits - *see Schedule "C"*

Permanent full-time, permanent part-time employees, and term employees of one year or greater appointment, after three months of service will be entitled to the benefits described in Schedule "C". Term employees are not eligible for pension benefits.

### 3.11 Travel and Subsistence Allowance

When an employee is required to travel on official business, the Bibliothèque de Beaumont Library will pay reasonable expenses as per the Bibliothèque de Beaumont Library Travel and Expense Policy described in Schedule "E".

## 4. LEAVE POLICY

### 4.1 Statutory General Holidays

The following will be observed as official paid holidays for the Bibliothèque de Beaumont Library employees:

Approval Date: November 4, 2013
Revision Date: November 4, 2016

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

New Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Christmas Floater
Civic Holiday (August)	

The Christmas Floater holiday will be observed to give five consecutive days off, including the weekend, as follows:

- On December 24<sup>th</sup>, when Christmas Day falls on a Tuesday, a Thursday, a Friday or a Saturday.
- On December 27<sup>th</sup>, when Christmas Day falls on a Monday or Wednesday.
- On December 28<sup>th</sup>, when Christmas Day falls on a Sunday.

Employees required to work on these holidays will receive, at the discretion of the employer:

- A regular day's wages, plus time and a half the regular hourly wage for each hour worked on the general holidays.
- Time and a half for the hours worked, plus another working day off at regular wages.

Employees who have worked for the Bibliothèque of Beaumont Library for 30 or more days in the 12 months preceding the general holiday and the general holiday occurs on the employee's regular work day and the employee is not required to work, will be paid a regular day's wages.

As an alternative, the employee may be given a normal working day off with pay, at the discretion of the employer.

If a general holiday falls on a day that is not normally a working day for an eligible employee, but the employee is required or scheduled to work, the employer will pay one and one-half times the regular wage for each hour worked on that day.

If a general holiday to which an employee is entitled falls within the employee's annual vacation, the employee is entitled to another day off with pay on the first day that the employee would have worked following the end of the vacation, or by agreement with the employer, on another working day before the employee's next annual vacation.

Approval Date: November 4, 2013
Revision Date: November 4, 2016

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

### 4.2 Vacations

Before taking Vacation Leave, employees must obtain authorization from their Manager.

Vacation entitlements will be as follows:

- a. Casual/Term Employees (under one-year appointment):
  - Will receive vacation pay at 4% of their gross regular earnings during their first five years' continuous service; and will receive vacation pay at 6% of their gross regular earnings after five years' continuous service.
- b. Term Employees
  - Will earn 15 working days vacation per year calculated bi-weekly.
- c. Probationary/Permanent Employees/Permanent Part Time Employees:
  - Will earn 15 working days vacation per year calculated bi-weekly.
  - Who has completed 5 years of service, will in the subsequent years, earn 20 work days vacation per year.
  - Who has completed 15 years of service, will in the subsequent years, earn 25 work days vacation per year.
  - Who has completed 20 years of service, will in the subsequent years earn 30 work days vacation per year.
  - Who has completed 30 years of service, will in the subsequent years earn 35 work days vacation per year.
  - Permanent part time employees will earn work-days vacation pro-rated according to number of hours worked per week as well as number of completed years of service.
- d. Management:
  - Who normally would attend two or more evening meetings per month, will receive one week time off in lieu or one week payment in lieu;
- e. Vacation Scheduling:
  - Vacation may be taken as it is earned. Vacation Leave may be granted in one continuous period, as single days off, or some other combination as approved by the employee's Manager.
  - In all cases of granting Vacation Leave, the Manager will ensure that adequate staffing levels remain in order to provide normal customer service.
  - Employees are to schedule their vacations before March 31<sup>st</sup> each year. Preference in vacation scheduling will be by seniority, provided that requests are made before April 1<sup>st</sup>. Requests after that date will be on the basis of first come-first served.
  - The number of days of Vacation Leave that may be accumulated by employees is limited to the number of days they earn in 16 months' continuous service. Any vacation not utilized within two years of its being

# Bibliothèque de Beaumont Library

## Administrative Policy #1

earned will be deemed lost.

### 4.3 Sick Leave

- a) All full-time probationary, permanent, permanent part time and term (one year or greater appointment) employees are eligible for Sick Leave. Term and casual employees are ineligible to earn or receive Sick Leave benefits.
- b) Use of Sick Leave is permitted as follows:
  - Employees may take Sick Leave for personal illness or disability.
  - Employees absent for medical and dental appointments will have the hours treated as Sick Leave.
- c) Sick Leave credit is earned by probationary, permanent and permanent part time employees only, on the following basis:
  - Employees who work 35 per week, on the basis of 4.85 hours per pay period or 126 hours of sick leave credit per year.
  - Permanent part time employees will earn sick leave credit pro-rated according to the number of hours worked per week.
  - Unused Sick Leave may be accumulated to a maximum of 18 working days.
- d) When possible, all employees must notify their immediate Supervisor of their absence due to illness or injury prior to their shift.
- e) An employee is required to produce a certificate from a medical practitioner for any illness in excess of three working days, certifying that he is unable to carry out his duties due to illness or injury.
- f) An employee who becomes sick for a period of three days or more while on vacation, and which sickness is verified in writing by a physician, may with their Manager's written authorization, re-designate the applicable vacation time as Sick Leave. Application for this re-designation must be made as soon as possible following the employee's return to work.
- g) The Library will provide both a Short-Term Disability Plan and a Long-Term Disability Plan. The Short-Term Plan is to provide coverage after seven days of illness or after the first day for injury or hospitalization. The Long-Term Disability Plan will provide coverage after 120 days of disability.
- h) While on Short-Term Disability or Long-Term Disability benefits, the permanent employee will retain all benefits and continue to pay their share while the employer continues its share. The employee does not earn annual vacation or Sick Leave during his absence.

### 4.4 Family Responsibility Leave

- a. Employees may use up to half of their accrued Sick Leave to attend to the illness of a child, parent, domestic partner or spouse, including 'step'
- b. An employee is required to produce a certificate from a medical practitioner for any absence in excess of three working days, certifying that family member is confined to home or is hospitalized due to illness/injury.

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

### 4.5 Maternity Leave

- a. The Bibliothèque de Beaumont Library must grant Maternity Leave without pay to an employee upon application to the immediate Supervisor not less than six weeks prior to the desired commencement of leave in accordance with the Employment Standards Code ISA 2000 c E-9 as ammended.
- b. An employee on Maternity Leave without salary may access Sick Leave entitlements if satisfactory evidence of medical disability is provided. A valid medical certificate will indicate the nature of the disability and expected date of next assessment.
- c. While on Maternity Leave, the employee may maintain their current benefits at their cost while the employer pays its share. All benefits must be paid prior to commencement of the Maternity Leave.
- d. The employee does not earn annual vacation or Sick Leave entitlement while on Maternity Leave.

### 4.6 Paternity Leave

Upon request, a father will be given a two days leave of absence with pay for attending either the delivery of the child, or attending the release from hospital of the mother and child.

### 4.7 Parental Leave

- a. The Bibliothèque de Beaumont Library must grant Parental Leave without pay to an employee upon application to the immediate Supervisor not less than six weeks prior to the desired commencement of leave in accordance with the Employment Standards Code ISA 2000 c E-9 as ammended.
- b. An employee on Parental Leave without salary may access Sick Leave entitlements if satisfactory evidence of medical disability is provided. A valid medical certificate will indicate the nature of the disability and expected date of next assessment.
- c. While on Parental Leave, the employee may maintain their current benefits at their cost while the employer pays its share. All benefits must be paid prior to commencement of the Parental Leave.
- d. The employee does not earn annual vacation or Sick Leave entitlement while on Parental Leave.

### 4.8 Compassionate Care Leave

An employee who has completed their probationary period may apply for a Compassionate Care Leave of Absence without pay, up to a maximum period of eight weeks for the purpose of providing care or support to an immediate family member who has a critical medical condition with a significant risk of death within 26 weeks.

# Bibliothèque de Beaumont Library

## Administrative Policy #1

- a. Employees are responsible for providing as much notice as possible and for presenting appropriate medical certification prior to the leave.
- b. Employees are expected to use their vacation and/or lieu time off first.
- c. Compassionate Care Leave may be taken in eight consecutive weeks or divided into a minimum of eight one week periods over the 26 weeks.
- d. For a leave of less than two weeks, vacation, Sick Leave and benefits will accrue without interruption.
- e. For a Leave of longer than two weeks, vacation and Sick Leave will not accrue during the leave, but will begin accruing again when the employee returns from Leave, without loss of previous accrual. The employee will be required to arrange to pay for all benefit costs during the Leave.

### 4.9 Bereavement Leave

The purpose of Bereavement Leave is to allow an employee the time to make arrangements or attend services that are required as a result of a death. An employee, who is not on a Leave of Absence, will be granted upon application, special leave at his basic rate of pay under the following circumstances:

- a. If a member of an employee's immediate family dies, Bereavement Leave of 5 days will be granted. If travel in excess of 500km is required an additional 2 days will be granted. Where the granted Bereavement Leave is not sufficient for the employee, The Library Manager may approve the use of their Sick Leave.
- b. Bereavement Leave granted in the event of the death of the employee's extended family is three days plus an additional two days for travel in excess of a 500 kilometer radius. Where the granted Bereavement Leave is not sufficient for the employee, the use of their Sick Leave credits may be considered.

### 4.10 Mourner's Leave

Mourner's Leave will be granted without loss of salary up to one-half day to attend a funeral; or, one day if the funeral is not within the local area (100 kilometer radius) providing notice in writing is given to the employer 24 hours in advance.

### 4.11 Leave Absence without Pay

- a. An employee may be granted a Leave of Absence without pay up to 12 months. A written request, establishing reasonable justification and duration of leave, must be submitted to the Manager who will consider the nature of the request as well as operational requirements. A Leave of Absence without pay must be approved by the Library Board.
- b. All overtime and current vacation accumulation must be used prior to the start of a Leave of Absence.
- c. For a Leave of Absence of less than two weeks, vacation, Sick Leave and benefits will accrue without interruption.

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

- d. For a Leave of Absence longer than two weeks, vacation and sick leave will not accrue during the leave, but will begin accruing again when the employee returns from the Leave of Absence, without loss of previous accrual. The employee will be required to arrange to pay for all benefit costs during the Leave except for the employer's share of LAPP or terminate benefits.

### 4.12 Military Reserve Duty

An employee who is a member of the reserve force and has completed six months of employment will be entitled to a Leave of Absence without pay to take part in an operation in Canada or abroad, annual training of up to 15 days per year or other duty as prescribed by the National Defense Act or the Minister of National Defense.

The employee will give at least four weeks notice, unless there is a valid reason for not doing so, indicate the length of the leave, and provide documentation.

### 4.13 Jury Duty / Court Leave

A Leave of Absence with pay will be granted to permanent staff, upon contacting their Manager, for the following circumstances:

- a. Subpoenaed as a witness for any matter related to their duties or to the Library provided any witness fee is paid to the Library.
- b. Jury duty provided any fees are paid to the Library.
- c. Employees required to appear in court as a subpoenaed witness, not related to their library duties, will be granted leave without pay.

### 4.14 Community Involvement Leave

An employee upon two weeks notice may apply to their Manager for up to one day leave with pay per year to assist a recognized Beaumont cultural, educational, social, recreational or other not-for-profit group.

## 5.0 Human Resources/Personnel Records

Human Resources will maintain a personnel record for each permanent Library employee. The personnel records will show the employee's name, title, job description, department, salary, changes in employment status, training received, disciplinary actions, performance evaluations and other pertinent information.

All employee records will be considered "CONFIDENTIAL" and will be accessible only in the following manner:

Approval Date: November 4, 2013
---------------------------------

Revision Date: November 4, 2016
---------------------------------



# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

- a. Contents of an employee's file will not be opened by anyone except Human Resources, the Library Manager, the employee, or as may be required by a Court Order.
- b. No information from the employee's file will be released to outside parties without the written consent of the individual or unless otherwise permitted or required under Alberta or Canadian legislation.

### 6.0 Disciplinary Action

#### 6.1 Right to Discipline

The employer may discipline and discharge employees without notice or pay in lieu for just cause.

Disciplinary action may include a written warning, suspension or discharge from employment. Where it is necessary for the Manager to take disciplinary action against an employee, the Manager will investigate the incident of misconduct and follow the progressive discipline method. Using progressive discipline involves more severe disciplinary action as the severity of the misconduct increases. Some misconduct is so serious that the only appropriate response is discharge. Serious misconduct, and repeated misconduct of a same or similar nature, and a culmination of incidents of misconduct, requires a harsher penalty than minor misconduct or a single incident of misconduct that is not of a serious nature. Culminating incidents of misconduct can result in more severe disciplinary action being taken up to and including discharge.

Disciplinary action must be recorded in writing. The purpose of the disciplinary action is to notify the employee of the consequences if the undesirable behavior continues and to allow the employee the opportunity to improve his or her behavior. The employee must acknowledge the discipline report and a copy will be placed in employee's personnel file. If the misconduct is not corrected, subsequent disciplinary action may involve more severe penalties such as suspension or dismissal.

The degree of penalty for the misconduct will be determined by an assessment of the following:

- a. The seriousness of the misconduct.
- b. The rules violated.
- c. Existence of any extenuating circumstances.
- d. Mitigating factors.

Approval Date: November 4, 2013
Revision Date: November 4, 2016

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

- e. Intentional wrong-doing.
- f. Clarity of instructions given.
- g. Recognition of the misconduct by the employee.
- h. Employee willingness to correct undesirable behaviour.
- i. Prior disciplinary record.

The disciplinary report should contain a statement of the employee's misconduct, detail the rules and policies that have been violated, indicate the penalty given and advise the employee what could happen if the misconduct reoccurs.

Depending on the seriousness of the incident of misconduct, and whether there is a culmination of incidents of misconduct, the reprimand given to an employee will be chosen from the following:

- a. Oral reprimand.
- b. Written reprimand.
- c. Extension of probation (where applicable).
- d. Suspension.
- e. Discharge.

Any written documents pertaining to reprimands will be placed on the employee's personnel file.

### 6.2 Grounds for Disciplinary Action - Conduct

The following are examples of grounds for disciplinary action based on employee conduct:

- a. Improper use of position as an employee for personal gain, or to solicit a contribution, response or action designed to further a political or personal cause.
- b. Drinking alcohol or taking narcotics or other illegal drugs on the job, or arriving on the job under the influence of such substances.
- c. Gambling during the workday.
- d. Offensive conduct or language towards the public or other employees.
- e. Acceptance of gratuities or pressure designed to affect the Library's response to the public or special interest groups (taking bribes for action).
- f. Using Bibliothèque de Beaumont Library materials or equipment for unauthorized use.

Approval Date: November 4, 2013
Revision Date: November 4, 2016

# Bibliothèque de Beaumont Library

## Administrative Policy #1

### 6.3 Grounds for Disciplinary Action - Work Performance

The following are examples of grounds for disciplinary action based on work performance:

- a. Failure to follow orders from the Manager or Supervisor.
- b. Failure to perform assigned work.
- c. Abusing or being wasteful of materials, property, work time or sick time.
- d. Failing to report to immediate Supervisor when absent; or being absent without permission.
- e. Habitual or excessive absence or tardiness.
- f. Discussion of confidential Library business with unauthorized persons.
- g. Refusal to work when directed by Superior.

### 6.4 Procedures for Disciplinary Actions

a. Oral Reprimand:

May be done in a formal or informal interview between the employee and the immediate Supervisor.

b. Written Reprimand:

Must be presented to the employee and discussed between the employee and immediate Supervisor. Human Resources may be consulted for proper procedures and documentation. The employee will be asked to sign the written reprimand before it is placed in the personnel file.

c. Decision Making Leave/Suspension:

The Manager has the option, but not the obligation, to offer the employee the opportunity to take a one day, paid "Decision Making" Leave.

The employee will be asked to think about the continued or serious performance or conduct deficiency and to decide if they are able to commit to correcting the concern. If the employee desires to correct the problem, he should be prepared to discuss the actions the employee intends to take to address the concerns and achieve satisfactory performance. The action plan should identify what actions the employee will take, and what support, if any, they will need from the Manager.

If the improvement plan is accepted by the Manager and performance improves to a fully acceptable level and does not recur for six months, and if no other performance or conduct related actions are warranted, the matter should be considered resolved.

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

A pattern or accumulation of performance or conduct problems will be considered grounds for disciplinary action, up to and including termination.

If the employee cannot present an acceptable plan or does not feel they can successfully meet expectations under the conditions established by the Manager, the employee may choose to resign or the Manager may choose to end the employment relationship after consultation with the Board Chair.

Alternately, the Manager may use a suspension without pay in place of the decision making leave as a last step before termination. Manager may consult with Human Resources before offering an employee a Decision Making Leave day or issuing a suspension.

d. Suspension:

An employee may be suspended for just cause and without warning by his immediate Supervisor with or without pay. Immediately upon a suspension being issued, a written notice outlining the reasons for suspension will be given to the employee with a copy to the Manager.

A review of the suspension will be carried out within five working days after the date of issue of the suspension by the Manager in consultation with Human Resources.

e. Termination/Dismissal:

The Library Manager may dismiss an employee for a major conduct violation, an accumulation of minor conduct violations, or for continued work performance falling below the established standards. Notice of Termination must be given to the employee in writing. Grounds for such action other than a major conduct violation will be well documented and must be reviewed with Human Resources prior to any action. The dismissal will be made in a written statement indicating the reasons for dismissal.

Employees may be discharged for Just Cause due to the seriousness of a single incident of misconduct or for a culmination of incidents of misconduct.

### 7.0 Employee Complaint Procedure

A complaint is defined as any difference arising out of the interpretation, application, administration or alleged violation of the Human Resource Management Policy, except dismissal.

The time limits specified in the Policy do not include Saturdays, Sundays and statutory general holidays. Time is of the essence, although the time limits may be

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

extended with the consent of both parties in writing before the time limit expires. The complainant must be present at each step of the complaint procedure.

The purpose of the complaint provisions is to ensure that any complaint is processed in an expeditious manner. Therefore the provisions of this procedure are mandatory. If the Bibliothèque de Beaumont Library fails to comply with the provisions, the complaint may be processed to the next step by the complainant. If the complainant fails to comply with the provisions, the complaint will be considered abandoned. An abandoned complaint will not prejudice employees in any future complaint of a similar nature.

An earnest effort will be made to settle complaints fairly and promptly in the manner described below:

### **Step 1:**

The complainant will first seek resolution of the dispute with the employee's Manager on an informal basis within 10 days following the date of the occurrence giving rise to the complaint. The Manager must respond within three days.

### **Step 2:**

Failing satisfactory settlement, and within five days after the response in Step 1 from the Manager, the complaint may be submitted to the Manager in writing.

The complaint must be in writing, and must include a statement of the following:

- a. The name(s) of the complainant(s).
- b. The nature of the complaint and the circumstances out of which it arose.
- c. The remedy of corrections the employer is requested to make.
- d. The section(s) where the Human Resource Management Policy is claimed to have been violated.

If a complaint is received under this step, the Manager must inform the Board Chair of the complaint and provide a copy of the complaint to the Board Chair.

A meeting between the parties will take place, with the decision of the Manager being rendered in writing within four days from the receipt of the submission at this step.

### **Step 3:**

Failing satisfactory settlement, and within five days after the response in Step 2 from the Manager, the complainant may submit the complaint to the Board Chair. A meeting between the complainant, the Manager, and the Board Chair

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

will take place. The Board Chair must issue a decision in writing within four days of the meeting.

The decision of the Board Chair is final and binding.

**Note:**

For employees who report directly to the Board Chair, a complaint in accordance with these procedures may be made directly to the Board Chair who will consult with the Library Board members, review the matter, reach and communicate a decision in writing within 10 days.

### 8.0 Severance Payments

#### 8.1 Probationary Dismissals

During the probationary period the Manager may, in his absolute discretion, terminate an employee's employment for any reason:

- a. With one week notice or wages in lieu of notice if the employee has not been employed for more than three months.
- b. With two weeks notice or wages in lieu of notice if the employee has been employed for more than three months.

#### 8.2 Terminations and Layoffs

- a. Employees may be dismissed without notice or severance pay for just cause.
- b. Employees may be terminated by providing notice in writing or severance pay.
- c. An employee may be temporarily laid off for any period less than 60 days. In the event of a layoff lasting longer than 60 days, the Bibliothèque de Beaumont Library will pay the appropriate termination pay on the 60<sup>th</sup> consecutive day.
- d. The payment of severance will be calculated on the basis *Employment Standards Code and Regulations*. The Bibliothèque de Beaumont Library reserves the right to adjust this rate based upon individual circumstances.

# Bibliothèque de Beaumont Library

## Administrative Policy #1

### SCHEDULE "A"

#### EMPLOYMENT PROCEDURES

##### 1. Request for Recruitment:

The Library Manager has the authority to initiate an Employee Action Advice form requesting the start of staffing action to fill a vacant position. The Library Manager may utilize the resources of Human Resources for the advertising process, interviews, reference checks and timing.

##### 2. Advertising

Vacancies in new or existing permanent positions will be posted both internally and externally. The internal posting will indicate that while internal candidates will be given consideration, it is the policy of the Bibliothèque de Beaumont Library to employ the best individual for the position.

While employment opportunities will routinely be posted on the Town's Website, outside sources will be used where appropriate including the local newspapers.

##### 3. Applications

All applications will be received by the Library Manager. After the competition deadline, the Library Manager will conduct a preliminary screening to prepare a "short -list" of qualified applicants to be interviewed for the position.

Those applicants selected for an interview will be notified of their status in an expeditious and appropriate manner. The Bibliothèque de Beaumont Library does not make a practice of retaining or responding to unsolicited applications for employment.

##### 4. Hiring

Applications are screened and interviews conducted with the potential employee under the following guidelines:

- a. The Library Manager and assigned staff may be part of the Selection Committee.
- b. Human Resources will prepare the offer letter to the successful candidate for the Library Manager's signature.
- c. All successful candidates will be required to provide a satisfactory current Criminal Record Check prior to commencing employment. The cost will be paid by the Bibliothèque de Beaumont Library.

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

- d. If their job duties require the interaction with children, they will be required to provide a current Alberta Children Services Intervention Check prior to employment plus a renewal every three years. The Bibliothèque de Beaumont Library will pay any costs.

### 5. Employee Orientation Program

Upon commencement of employment, all employees will be given an appropriate orientation session. The content and length of the orientation session will be determined by the position being filled, and the interaction the position has with other individuals in the organization.

For permanent positions, the Library Manager will provide the following:

- a. An information package containing at a minimum the following items will be given to new employees including Mission/Vision Statements, Human Resources Policy, organizational chart and safety information.
- b. A payroll information package with the necessary documentation, including payroll and benefit forms.
- c. Introduce the new employee to all Bibliothèque de Beaumont Library staff and conduct the orientation of the department, including health and safety procedures.

Approval Date: November 4, 2013
---------------------------------

Revision Date: November 4, 2016
---------------------------------



**Bibliothèque de Beaumont Library**  
**Administrative Policy #1**

---

**SCHEDULE "B"**

**CLASSIFICATION and COMPENSATION**

1. The Board must formally approve any annual raise greater than 3% and be part of the budget process in accordance with section 3.3.

Approval Date: November 4, 2013
Revision Date: November 4, 2016

**SCHEDULE "C"**

**EMPLOYEE BENEFITS**

The following benefits are provided:

***Group Life Insurance:***

The employer will pay 100% of the Group Life Insurance premiums through the Alberta Municipal Services Corporation, which provides double indemnity, accidental death and dismemberment coverage.

***Short-Term Disability:***

The employee will pay 100% of the Weekly Income Benefit Plan premiums through the Alberta Municipal Services Corporation, which provides 66 2/3% of insurable earnings to a maximum of \$100 per week from the first day of accident or the eighth day of illness, to a maximum benefit period of 17 weeks (85 working days).

***Long-Term Disability:***

The employee will pay 100% of the Long-Term Disability Benefit Plan premiums through the Alberta Municipal Services Corporation, which provides for 66 2/3% of basic monthly earnings to a maximum of \$6,000 per month paid in case of illness or disability from the 121<sup>st</sup> day to age 65, death, or recovery, whichever occurs first.

***Extended Health Coverage:***

The employer will pay 100% of the extended health coverage premiums.

***Dental Plan:***

The employer will pay 100% of the dental plan coverage premiums.

***Employee Assistance Program:***

Beaumont employees who seek professional counselling will be given time off for appointments as per the Sick Leave Policy.

***Pension Plan:***

All probationary and permanent full-time and part-time employees are required to join the Local Authorities Pension Plan (LAPP) after three months. The employer and employee will make contributions in accordance with provisions of the LAPP.

### SCHEDULE "D"

#### EMPLOYEE TRAINING AND DEVELOPMENT

##### **PURPOSE:**

Established as a guide to the nature of staff training and development supported by the Bibliothèque de Beaumont Library.

##### **POLICY STATEMENT:**

- 1) The development of staff through education and training is critical for the Bibliothèque de Beaumont Library to meet the needs of its patrons now and in the future.
- 2) Education and training is a requisite for improved employee performance, career development and organizational growth. Such training should be relevant, appropriate and accrue a benefit for the organization.
- 3) Employees are expected to actively participate not only in their training but in the planning of their professional development.
- 4) Training should fall within one or more of the following categories:
  - a) Training that will improve an employee's knowledge, skill or performance.
  - b) Training that will support the Library's strategic objectives and goals.
  - c) Seminars, workshops, conferences where employees can interact with others in similar knowledge areas.
  - d) Training to retain current certification as required by the position.
  - e) Acquisition of knowledge and skills for career development.

##### **SCOPE/APPLICATION:**

- 1) Specific training for Health & Safety issues will be directed and funded through the Health & Safety Committee although such training must be recorded in accordance with this policy.
- 2) This policy will apply to all employees except casual employees. Training for casual employees will be limited to specific and immediate needs of the position as determined by the Library Manager.
- 3) Funding for training will be administered by the Library Manager.
- 4) It is the expectation that each employee will undertake at least one (1) training session per year to a maximum dollar value established annually by the Library Manager.

# Bibliothèque de Beaumont Library

## Administrative Policy #1

- 5) It is the expectation that the Library Manager will meet with each employee at least once annually to determine employee training needs and the nature of training requirements
- 6) Training medium includes courses, seminars, conferences, workshops, online sessions, self study, CD/DVD, and related educational material.
- 7) All training must be approved, prior to any registration or other such commitment, by the Library Manager based on the employee's training plan, plus frequency and cost as per this policy.
- 8) Recognizing that some training is more costly than others, an employee may exceed the maximum with the Library Manager's approval prior to registration.
- 9) Funding will include all expenses as per the travel and expenses policy. Employees will not be compensated for any additional hours worked while on training except where they are performing work related duties such as supervision.
- 10) In addition to training, the Library supports the education of staff towards a diploma, professional designation, degree or postgraduate degree in a related area. Such courses will be considered as part of the annual training.
- 11) Organizational development is intended to provide common knowledge and skills training for either all employees or for specific groups. Due to the nature of this concept, it will be determined by the Library Manager and will be in addition to any other education and training.
- 12) All education and training will be recorded in their Human Resources file.
- 13) Additionally, the employee will provide a brief report at the next department meeting of the training session including a summary of material covered and how this is or will be applicable to be shared with colleagues.

### **AUTHORITY/RESPONSIBILITY TO IMPLEMENT:**

- 1) Employees and Supervisors through their annual training plans will work towards the development of staff.
- 2) The Library Manager will ensure that equity of opportunity for staff training and provide input for organization wide development.
- 3) The Library Manager will ensure this policy supports the development of both employees and the Bibliothèque de Beaumont Library.



# Bibliothèque de Beaumont Library

## Administrative Policy #1

### SCHEDULE "E"

#### TRAVEL & EXPENSES POLICY

Approved this 4<sup>th</sup> day of NOVEMBER, 2013

  
(Board Chairman)

#### **PURPOSE:**

This policy has been developed to cover reasonable expenses where employees are required to travel on Bibliothèque de Beaumont Library related business.

#### **POLICY STATEMENT:**

Library business requiring the use of transportation or subsistence should be undertaken with the view of maximum efficiency in a fiscally responsible manner.

#### **SCOPE/APPLICATION:**

1. Staff using their personal vehicle for Library business will be compensated as below as per Item 8, 9, or 10 as appropriate. Minor mileage claims may be accumulated and submitted monthly. Travel allowance will be paid upon submission of an Employee Expense Claim. Staff members should have additional business insurance in the amount of one million dollars liability for use of their vehicle for business purposes.
2. Other means of transportation and related expenses such as parking, taxi, or rental vehicles and business travel via air, rail or bus will be paid on submission of receipts, statements or purchase orders when the method is practical considering all factors including time and is of equal or lesser expense than mileage. All out of province or outside of Canada travel must be approved by the Library Board. Generally, whenever travel arrangements are being made, the most economic mode of transportation and accommodations will be sought.
3. When it is required, employees are expected to stay in standard, medium priced hotels/motels. If an employee is to attend a formal, organized meeting or convention, they may stay at the hotel/motel where the meeting is being held. In all cases the Bibliothèque de Beaumont Library will pay no more than the regular single room rate. Employees who do not utilize accommodation may be reimbursed at the rate in Schedule "A" in lieu of other accommodation expenses.

Approval Date: November 4, 2013
Revision Date: November 4, 2016

# Bibliothèque de Beaumont Library

## Administrative Policy #1

---

4. Meal expenses will be paid for reasonable actual costs upon production of detailed receipts or statements. It is normally expected that meal receipts are submitted for reimbursement including gratuities, generally 10 - 15%. Alcohol costs are not reimbursable.
5. Other permitted expenses include foreign exchange charges, parking charges and other reasonable travel related expenses. Personal expenses including mini-bar, movies, magazines, candy, souvenirs and gifts are not allowed.
6. An Expense Claim Form must be used to claim all expenses and/or to request an expense advance. This must be approved by the Manager. Spouse's expenses will not be paid for by the Bibliothèque de Beaumont Library.
7. Where receipts are lost and it is not reasonable to replace them, an employee may submit a declaration of lost receipts.
8. Where an employee is required for Library business to utilize their own vehicle in Town, they will be compensated at a rate per trip in lieu of mileage.
9. When a personal vehicle is taken outside the Town of Beaumont, mileage will be paid in accordance with the rate approved by Council.
10. Rate Schedule:
  - In Town Trip Rate (in lieu of mileage) \$2.50 per trip
  - Mileage Rate (first 5,000 km) \$0.52 per kilometer
  - Mileage Rate (after 5,000 km) \$0.46 per kilometer
  - Non-Accommodation Rate \$50.00 per 24 hour day
  - Non-Accommodation Rate - Maximum per event \$150.00

### **AUTHORITY/RESPONSIBILITY TO IMPLEMENT:**

- The Manager and Board Chair must ensure that the policy requirements are met and updated as required.

Approval Date: November 4, 2013
Revision Date: November 4, 2016