

FORT SASKATCHEWAN PUBLIC LIBRARY**POLICY**

SUBJECT: EMPLOYMENT POLICY

REFERENCE # 92/04 DATE APPROVED: May 1, 1979

REVISED: Apr. 1, 1981; May 13, 1987; Mar. 9, 1988; Sept. 14, 1988; Sept. 13, 1989; Jan. 10, 1991; Oct. 14, 1992 (combined salary schedule and employment schedule); May 12, 1993; Dec. 13, 1995; Jan. 10, 1996; Nov. 13, 1996; Nov. 12, 1997; Dec. 10, 1997, August 11, 1999, January 14, 2000, January 12, 2002, September 11, 2002, September 10, 2003.

THIS POLICY DOES NOT APPLY TO THE LIBRARY DIRECTOR POSITION WHICH IS A CONTRACT POSITION

ARTICLE I GENERAL CLASSIFICATIONS

A) POSITIONS IN THE LIBRARY ARE CLASSIFIED AS FOLLOWS:

1. Library Staff
 - i. Library Director
 - ii. Library Technicians
 - iii. Library Clerks
 - iv. Pages
 - v. Janitorial Staff

ARTICLE II WORKING CONDITIONS

A) PROBATION PERIOD

1. All staff will have a six (6) month probationary period except pages who will have a three (3) month probationary period.

B) HOURS OF WORK

1. Permanent full time employees of the library must work 37 ½ hours per week.
2. Permanent part time employees are employed on a weekly basis for no less than 6 hours to a maximum of 37 ½ hours. Vacation and leave of absence of such employees will be calculated on a prorated basis.

C) STAFF SALARIES

The Salary Schedule shall be reviewed annually. Employees shall be paid no later than on the last banking day of the month.

1. FULL TIME STAFF

Cost of living increases in salary will be decided by the Library Board on an annual basis.

Full time staff positions are:

- a) Library Director
- b) Library Technicians

2. PART TIME STAFF

- i) All part time employees' salaries will be based on the salary grid.
- ii) All part time employees are paid on an hourly basis.
- iii) Adjustment of the salary grid will be decided by the Library Board on an annual basis.
- iv) Eligibility for a rise from one step to the next is based on 1950 hours worked (equivalent to 37 ½ hours per week times 52 weeks). The Library Director has the authority to allow or disallow the rise in step once the required number of hours have been completed, based on job performance.
- v) The Library Director has the authority to promote an employee from one job position to another. When a promotion is made, the employee is put back one step on the grid in the new job position.
- vi) The Library Director will prepare a performance appraisal on each employee on an annual basis as well as at the time an employee has completed the 1950 hours and is being considered for a rise in step.
- vii) At the end of the six (6) month probation period, the Library Director will inform the Board of her decision concerning the new employee. The new employee must meet the required criteria before progressing to Step 2.
- viii) Step 1 on the salary grid is the starting wage and will be reviewed annually. The Board will decide if any changes to Step 1 will be made.
- ix) Calculation for economic adjustments to the salary grid will be as follows:
 - a) The Board will decide whether or not the grid is to be adjusted. Any adjustment will be on a percentage basis.
 - b) Position for Pages will be based on minimum wage and changed only when minimum wage requirements change.
 - c) At entry level it is possible to move along more quickly in steps at the Library Director's discretion.
 - d) Pages shall progress along the salary grid at the Library Director's discretion.

D) FLEXIBILITY OF WORKING HOURS

1. Short and compressed work weeks or any flexible time arrangement requested by an employee may be granted at the discretion of the Library Director.

E) OVERTIME

1. Permanent full time employees who work in excess of their normal work week shall be paid at 1 ½ times their regular hourly rate of pay for each hour worked; or may take the equivalent number of overtime hours worked as time off.
2. Permanent full time employees who are scheduled to work part or all of the weekend are to schedule their hours so that the weekend is part of their normal 37½ hour work week.

F) CHILDREN'S PROGRAMS

1. A children's program will be cancelled only after consultation between the person scheduled to work on that program and the Library Director.

ARTICLE III BENEFITS

1. All permanent full time employees are eligible for the following benefits.
2. All permanent part time employees are eligible for the following benefits except Article 111, Section C, #7 and Article III, Section F, #2.
3. Temporary employees are not entitled to these benefits.

A) STATUTORY HOLIDAYS

1. Library staff are entitled to all Alberta Statutory (General) Holidays with pay (New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day), plus the following holidays which are designated by the Library Board (Easter Sunday, Civic Holiday and Boxing Day), if scheduled to work these days.
2. The Library will remain open on the days that precede and follow immediately a statutory holiday that falls on a Saturday or Sunday (not including Easter Sunday, Christmas Day or Boxing Day).
3. When a holiday falls on a salaried employee's scheduled day off, the employee shall be entitled to another day off in lieu of that holiday, to be taken at a time agreed upon between the Director and the employee. The day must be taken within three months of the occurrence of the holiday.
4. Entitlements for hourly employees with regard to general holidays and those designated by the Library Board will be determined according to the Alberta Employment Standards Code. When an hourly employee qualifies for a holiday, holiday pay will be the normal daily wage for that employee for that day.

B) VACATIONS

1. (a) A permanent full time employee shall receive an annual vacation with pay in accordance with the following schedule:

Continuous Service	Annual Leave
1 - 2 years	2 weeks
3 - 8 years	3 weeks
9 - 17 years	4 weeks
18 years & over	5 weeks

- (b) A permanent part time employee shall receive, during the first two years of employment, 4% of their gross wage, as vacation pay, on each monthly cheque. In the third and subsequent years of employment, permanent part time employees shall receive 6% of their gross wage, as vacation pay, on each monthly cheque.
2. The increase in vacation entitlement for permanent full time is applicable on January 1 of the year in which the appropriate anniversary occurs.
3. A vacation shall not be postponed from one year to another and made cumulative unless written consent has been granted by the Library Director. No employee will be allowed to take more than two (2) regular vacation periods at one time.
4. The vacation year shall extend from January 1st to December 31st.
5. No extended vacation without pay will be allowed in July and August.
6. Vacation time that has been carried over from the previous year may not be taken during the months of July and August.
7. Generally, vacation time will not be carried over to the following year. However, vacation time which has been carried over to the following year must be used in that year or forfeited.
8. All vacation leave must have prior approval from the Library Director.

C) LEAVE OF ABSENCE

1. GENERAL LEAVE

Following a written request, the Library Director may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause.

2. SICK LEAVE

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled.

i. FULL TIME STAFF

Sick leave shall be granted to permanent full time employees on the basis of one and one-half (1.5) calendar days sick leave per month. Any portion of the unused sick leave shall be accumulated to a maximum of one hundred and thirty (130) working days. Sick leave shall not accrue when an employee is on sick leave continuously for a one(1) month period or longer.

ii. PART TIME STAFF

Probationary part time employees shall accrue sick leave credits at the rate of 2.25% of regular earnings. Once a part-time employee has completed satisfactorily a six (6) month probationary period, the part-time employee shall earn sick leave credits at a rate of 6.75% of regular earnings.

Sick leave may not be accumulated from year to year.

iii. ALL STAFF

- a) All employees must notify the Library Director or designee of their absence through sickness prior to their shift, or, if extenuating circumstances make this impossible, a Doctor's certificate will be required.
- b) An employee may be required to produce a certificate from a medical practitioner for any illness in excess of three (3) working days, certifying that he/she is unable to carry out his/her duties due to illness.
- c) All sick leave shall be paid for at the regular rate of pay.
- d) An employee suspected of abusing the privilege of sick leave shall be subject to disciplinary action by the Library Director.
- e) The Library bears no responsibility for employees who become incapacitated while gainfully employed or in the employment of an employer other than the Library.
- f) When a permanent employee's illness extends beyond his/her accumulated days of sick leave and is substantiated by a doctor's certificate, leave of absence without pay will be granted for a period of up to thirty (30) days or such earlier date as the employee's doctor permits him/her to return to work. The employee is to notify the employer of his/her impending return to work as soon as possible after the doctor's permission is received.
- g) Failure to comply with these regulations shall result in loss of pay.

3. MATERNITY LEAVE

- a) Notice of confinement: An employee expecting confinement shall give notice in writing of the fact of her pregnancy to her Library Director at least three (3) months prior to the expected date of confinement.
- b) Employees must have 52 consecutive weeks of employment with the Library to be eligible for maternity and/or parental leave. This requirement applies to both full-time and part-time employees. Birth mothers can take up to 52 consecutive weeks of unpaid job-protected leave. This is made up of 15 weeks maternity leave and 37 weeks parental leave.

Fathers and/or adoptive parents are eligible for up to 37 consecutive weeks of unpaid, job-protected parental leave. Adoptive parents can take parental leave regardless of the age of the adopted child.

- c) Procedure upon return from maternity leave: When an employee decides to return to work after maternity leave, she shall provide the employer with at least three (3) week's notice in writing. On return from maternity leave, the employee shall be placed in her former position. If the former position no longer exists she shall be placed in an equivalent position in her department.
- d) Overstay of leave of absence: If an employee overstays her leave of absence without justifiable reason she will be subject to disciplinary action by the Library Director.

4. COMPASSIONATE LEAVE

When a birth, death or serious illness occurs in an employee's immediate family, that is - spouse, parent, grandparent, brother, sister, brother or sister of spouse, grandchild, guardian, parent of spouse, child or ward, a related dependent of the employee - the employee on request, to the Library Director, may be excused for up to three (3) regularly scheduled working days without loss of pay. In addition, that employee may be granted up to two (2) days with pay for out-of-province travel.

One half-day leave without loss of salary or wages may be granted to any staff member to attend a funeral of a person not included in the staff member's immediate family providing that written notice is given to the employer 24 hours in advance of the event.

5. TIME OFF FOR ELECTIONS

An employee, who is an elector, shall be given four (4) consecutive hours off prior to the closing of the polls without loss of pay for Federal or Provincial elections. However, in the case of Municipal elections, an employee who is an elector shall, while the polls are open on polling day, have three (3) consecutive hours prior to the closing of the polls for the purpose of casting his/her vote.

6. PAID JURY OR COURT WITNESS DUTY LEAVE

Providing twenty-four (24) hours prior notice is received, the employer shall grant leave of absence without loss of seniority benefits to an employee who serves as a juror or subpoenaed witness in a Court. The employer shall pay such an employee the difference between his normal earnings and payment he/she receives for jury service or Court witness, excluding payment for travelling, meals, or other expenses. The employee will present proof of service and the amount of pay received. Time spent by an employee required to serve as a Court witness in any matter arising out of his employment shall be considered as time worked at the appropriate rate of pay.

7. FAMILY LEAVE

In case of sudden illness of a dependent child, or family member, where no one other than the employee is able to provide his/her needs, the permanent full time employee shall be entitled, after notifying his/her Library Director, to use up to one (1) day of his/her sick leave per month for this purpose.

D) REIMBURSEMENT FOR EDUCATION AND COURSES

1. In recognition and encouragement of continued upgrading for library employees, 30% of tuition fees of a course relevant to library services will be reimbursed to the employee upon successful completion of the course.
2. The cost of the workshops and seminars will be reimbursed in full.
3. In order to qualify for reimbursement, employees must apply in writing prior to taking the course, to the Library Director and receive approval. They will provide the Library Director with proof of successful completion.

E) EDUCATION LEAVE

Where it is necessary for an employee to take leave of absence in order to attend educational conferences or sessions, or to write examinations to improve his/her qualifications, and where such will be of benefit to the employer, such leave shall be given without loss of regular pay or seniority, providing the employee has received prior written permission of the employer. Such request and approval shall be made in writing to the Library Director.

F) PENSION AND INSURANCE BENEFITS

1. A Local Authorities Pension is offered to full time permanent employees with the Library Board paying the percentage rate as set out by the L.A.P.P. and the employee paying the balance.
2. Extended Health Care is offered to all permanent full time permanent and contract employees. Employees can choose "Single Rate" or "Family Rate" coverage as set out in the employer's benefit plan documents (See Schedule A attached). The employer will pay 75% of the cost of this program and the employee will pay 25% of the cost.
3. Alberta Health Care is offered to all permanent and contract employees who work a minimum of 100 hours each and every month. This plan is offered as "Single Rate" or "Family Rate". "Family Rate" includes common law spouses. The employer will pay 75% of the cost of this program and the employee will pay 25% of the cost.
4. Dental care benefits are offered to all permanent and contract employees who work a minimum of 100 hours each and every month. This plan is offered as "Single Rate" or "Family Rate". "Family Rate" includes common law spouses. The employer will pay 75% of the cost of this program and the employee will pay 25% of the cost.

5. Coverage for Group Life, Accidental Death & Dismemberment, and Long Term Disability are offered by the employer at the rates specified in Schedule A.

G) LIBRARY CARDS

All employees are entitled to free membership in the Fort Saskatchewan Public Library for the duration of their employment.

H) OTHER CLOSURES

1. If the Board decides that the Library will be closed on a day this is not a general holiday, part - time staff regularly scheduled to work that day will not be paid. Those missed hours may be made up on another day at the discretion of the Director if circumstances permit.
2. The Director may close the Library earlier than its regularly scheduled closing time on Christmas Eve and New Year's Eve.
3. The Director has the authority to close the Library in cases of emergency or mechanical or structural failure, with the understanding that such circumstances will be reported to the Chair of the Library Board or designate as soon as possible following the decision to close.

8. MEDICAL/DENTAL APPOINTMENTS

Employees are asked to schedule their medical and dental appointments in order to attend such appointments on their own time whenever possible. When such arrangements cannot be made, an employee shall with prior notification and approval of his supervisor, use his/her sick leave for this purpose.

ARTICLE IV TERMINATION OF EMPLOYMENT

A) RESIGNATION

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

- 1 week if employed between 3 months and 2 years
- 2 weeks if employed two (2) years or more.

B) DISMISSAL

Employers wishing to terminate the employment of an employee must give the employee written notice of termination of at least:

- 1 week if employed between 3 months and 2 years
- 2 weeks if employed between 2 years and 4 years
- 4 weeks if employed between 4 years and 6 years
- 5 weeks if employed between 6 years and 8 years
- 6 weeks if employed between 8 years and 10 years
- 8 weeks if employed 10 years or more;

or -

the wages the employee would have earned for the applicable period;

or -

a combination of both.

ARTICLE V GRIEVANCE PROCEDURE

1. An employee having a grievance arising from the interpretation, application, operation, or alleged violation of the employment policy, or a grievance arising from their annual performance evaluation should first discuss the subject of the proposed grievance with the Library Director verbally in an attempt to resolve the matter.

If the employee is not satisfied, then the grievance should be made in writing to the Library Director within five (5) days of the alleged occurrence, or receipt of the performance evaluation. The Library Director should reply in writing in three (3) days after receiving it. If still not settled, the written grievance should be forwarded to the Board Chairperson.

The Board shall convene an ad-hoc committee of not less than three (3) members of the Board, one of which shall be the Chairman, which shall deal with the grievance and reply to the Library Director in writing not more than two (2) weeks after receipt of the grievance.

2. The Library Director, upon receipt of his/her Performance Evaluation should first discuss any grievance arising from the Evaluation with the Chairman of the Board. Should the Library Director not be satisfied, then the grievance must be in writing to the Board within two (2) weeks of receipt of his/her evaluation.

ARTICLE VI DISCIPLINARY POLICY

Whenever the Library Director deems it necessary to discipline an employee after a verbal warning, the employee shall be given written particulars of the discipline whether it be a warning, suspension, or discharge. Board members shall be notified upon suspension or discharge.

ARTICLE VII MILEAGE ALLOWANCE

Mileage rates paid to employees using their own vehicles for library business shall be paid at the same rate as prevails for members of the Library Board.

Employees require prior written approval from the Library Director to travel on library business in their own vehicle.

M. (Robin) Wilkinson
Board Chair

POLICY #92/04 SCHEDULE A

PENSION AND INSURANCE BENEFITS

Employees benefits as follows:

- 1) Basic Extended Health Care Coverage
- 2) Life Insurance
- 3) Long Term Disability

Iona Vaughan
Board Chairman