

Category:	Personnel	Date Established:	June 2004
Policy Number:	5.1		
Title:	Definitions	Most Recent Revision Date:	May 2018

Section 5.1: Definitions

The policies laid out in this document apply to the employees of the City of Airdrie Library Board.

1. Hours of Work

1.1 Full-time: positions requiring 37.5 regularly scheduled hours per week.

1.2 Part-time: positions requiring hours of work up to 40 hours per week.

2. Employee Status

2.1 Permanent Full-time: salaried employees working 37.5 hours per week.

2.2 Permanent Part-time: employees working a minimum of 25 hours per week who are eligible for benefits.

2.3 Part-time: employees working fewer than 25 hours per week who are not eligible for benefits.

2.4 Term: an employee who is employed in a full-time capacity for a predetermined time period.

2.5 Temporary: an employee who is non-permanent and doing work of a project or seasonal nature.

2.6 Anniversary Date: the date on which an employee commenced continuous employment with the Library. The anniversary date determines vacation entitlement and long service awards.

3. The Board: means The City of Airdrie Library Board

4. Chair of the Library Board: means the elected Chair or designate

5. Director: means the Library Director or designate

6. Relatives include:

a) current spouse, adult interdependent partner or common law partner

b) grandparents, parents, current or former guardians, current or former foster parents, aunts, uncles, nephews, nieces, siblings, half-siblings, children and grandchildren of both parties, and their respective partners/spouses

c) step-children, step-siblings, step-parents, step-aunts, step-uncles and step-grandparents of both parties, and their respective partners/spouses

d) current or former foster children, dependent(s), or ward(s) of the employee or individual identified in part a)

7. Work Teams: include all staff members who work under the same manager, coordinator or supervisor. This also applies to managers, coordinators, and/or supervisors who work together in teams.

Category:	Personnel	Date Established:	May 1996
Policy Number:	5.2		
Title:	Equal Opportunity Employment	Most Recent Revision Date:	May 2018

Section 5.2: Equal Opportunity Employment

It is the policy of the Airdrie Public Library to provide equal opportunity in employment for all qualified persons.

1. Employment opportunities are, and shall be, open to all qualified applicants solely on the basis of their experience, aptitudes, qualifications and abilities.
2. Advancement is, and shall be, based on the individual's achievement, performance, ability and potential for promotion.
3. The Library will comply with all Government legislation and regulations.

Category:	Personnel	Date Established:	May 1996
Policy Number:	5.3		
Title:	Recruitment, Selection and Appointment	Most Recent Revision Date:	May 2018

Section 5.3: Recruitment, Selection and Appointment

1. All Library positions which are vacant or new will be posted on the Library website. Additional recruitment venues will be used as appropriate for the position.
2. Applicants whose qualifications best match the needs of the position are interviewed.
 - a) Interviews are conducted by a minimum of two people including the supervisor.
 - b) Relatives of employees are not eligible for employment in the same work team or in positions where they would supervise or be supervised by a relative. Exceptions may be made at the discretion of the Director.
 - c) Board members and relatives of Board members are not eligible for employment.
3. All new employees will complete a six (6) month learning commitment, beginning from the first day of employment, to allow both the employer and the employee time to evaluate his/her suitability for employment. All employees transferred or promoted to another position will complete a three (3) month learning commitment, beginning from the first day in the new position, to allow both the employer and the employee time to evaluate his/her suitability for employment.
4. An employee who is assigned temporarily to the principal duties and responsibilities of a higher rated position for all assigned hours in a work day shall be paid at a rate which is next higher than her/his present salary rate, in the range applicable to the higher rated position.

Category:	Personnel	Date Established:	June 2004
Policy Number:	5.4		
Title:	Working Conditions	Most Recent Revision Date:	May 2018

Section 5.4: Working Conditions

1. Hours of Work

- 1.1 Salaried employees regularly work a minimum of 7.5 hours per day or 37.5 hours per week.
- 1.2 Part-time and permanent part-time employees may be scheduled to work up to forty (40) hours per week.
- 1.3 Employees will fill out time records using City of Airdrie format and submit according to the City of Airdrie payroll timelines. Time sheets must be completed by the employee and approved by his/her assigned APL timesheet approver.
- 1.4 If a part-time or permanent part-time employee desires an absence for a work shift, the employee may trade with another willing and qualified employee, provided that the change is approved in advance by his/her supervisor, and provided both shifts are worked within two weeks of each other.
- 1.5 Evening and weekend work is necessary to operate the Airdrie Public Library. All employees are required to be available for some evening and weekend work. Scheduling for evening and weekend work will be carried out as equitably as possible. Final decisions regarding schedules rest with the Director.
- 1.6 Additional hours of work outside the regular schedule, must be approved by the employee's supervisor.

2. Rest Periods

- 2.1 Salaried employees are entitled to an unpaid meal break of one hour per day.
- 2.2 Part-time and permanent part-time employees are entitled to an unpaid meal break of 30 minutes during each shift of five hours or more. The 30-minute break will be extended to one hour if the employee is working 7.5 or more hours on a single day.
- 2.3 In addition to the meal break, all employees may take a paid 15-minute rest break in each continuous three hours of work.

3. Flex-time and Overtime

- 3.1 Salaried employees will take time off with pay in place of overtime pay for those approved hours worked in excess of 7.5 hours in a day or 37.5 hours in a calendar week (Saturday through Friday) This is subject to a signed agreement between the employee and employer, which is a condition of employment.
- 3.2 Part-time and permanent part-time employees will take time off with pay in place of overtime pay for those approved hours worked in excess of eight (8) hours in a day or forty (40) hours in a calendar week (Saturday through Friday) This is subject to a signed agreement between the employee and employer, which is a condition of employment.

- 3.3 Where time off in lieu of overtime is to be taken, time off will be equal to 1.5 times the number of overtime hours worked. This banked overtime must be taken within 6 months of the pay period in which it was earned at a time mutually agreed upon between the employee and his/her supervisor.
 - 3.4 Notwithstanding the foregoing, full-time employees may work a flexibly scheduled work week such that any flex time worked will be taken as time off. Flex time is requested by the employee and based on work/life alignment. Flex time must be pre-approved by the employee's supervisor. Ongoing flex-time arrangements are subject to a written agreement between the employee and the Director and are subject to the operating needs of the Library.
 - 3.4.1 Where flex time is to be taken, time off will be taken at straight time, i.e., equal to the number of flex hours worked. This banked flex time must be taken within 6 months of the pay period in which it was earned at a time mutually agreed upon between the employee and his/her supervisor.
 - 3.5 If an employee terminates before taking their entitled time off, overtime pay and flex time pay shall be paid upon termination.
4. Call Out Policy
 - 4.1 Call Out Emergency: Employee is "not scheduled" and is called in during hours the Library is closed to assist or support an activity that requires direct action due to a facility emergency or an alarm.
 - 4.2 Employees who are not scheduled and are called out will be given the choice of two options:
 - a) will receive two times his/her normal rate of pay for all hours worked with a minimum of two hours; or
 - b) will receive two times the hours required to deal with the emergency as overtime hours taken at double time, with a minimum of two hours.
5. Freedom of Information and Protection of Privacy
 - 5.1 The Library has social events and recognition programs in which staff photos and information may be shared. In addition, the Library publishes pictures/information in various internal or external publications and presentations. Employees must sign a FOIP agreement authorizing or not authorizing these uses, which is a condition of employment.
 - 5.2 Employees participating in a posed picture will be deemed to have given consent for use of the picture in internal or external publications or presentations.

Category:	Personnel	Date Established:	November 2001
Policy Number:	5.5		
Title:	Salary Administration	Most Recent Revision Date:	June 2018

Section 5.5: Salary Administration

1. Compensation

- 1.1 The Library Board utilizes the payroll services of the City of Airdrie.
- 1.2 Employees are paid on a bi-weekly basis through direct deposit. There are 26 pay periods with pay days every second Friday.
- 1.2 Deductions are made according to the requirements of law.
- 1.3 Benefit deductions are made as per the City of Airdrie Benefit Program every pay period, for all eligible employees.
- 1.4 Vacation pay for part-time employees will be paid on each pay period the employee has worked. Vacation pay for permanent part-time employees will be deposited in a vacation bank. Full-time employees will accrue hours in a vacation bank.
- 1.5 To accommodate the 10 statutory holidays for the year, and the additional two bonus holiday days, all active hourly employees will receive an equivalent of 5% of their regular earnings for the pay period. This percentage will be applied to each pay period in which the employee has regular hours of work.

2. Salary Management

- 2.1 The salary grid includes nine bands with six steps in each band relative to responsibility, education, and experience.
- 2.2 Employees move through the steps consecutively and annually, based on length of time with the Library.
- 2.3 New employees will be placed at Step 1, unless education, training and/or experience goes beyond the minimum requirements.
- 2.4 To ensure salaries and wages are competitive a market survey will be conducted every three years.

3. Job Classification

- 3.1 Classifications: Library Assistants 1 through 6, library specialists, managers, Operations Manager, and Library Director.
- 3.2 Qualifications for each classification are outlined in job descriptions.

Category:	Personnel	Date Established:	May 1996
Policy Number:	5.6,		
Title:	Personnel Files	Most Recent Revision Date:	Sept. 2022

Section 5.6: Personnel Files

1. A personnel file for each employee is maintained in a secure location at the Library. Key payroll documents may also be stored at the City of Airdrie.
2. Inactive personnel files will be transferred to secure storage and retained until the inactive employee turns 75. Digital copies of inactive files will be stored in the Library's archived folders on the shared drive, as per the Library's document retention policy.
3. All personnel shall be entitled to examine the contents of their file, such examination to take place in the presence of the Library Director or designate.
4. Information contained in an employee's personnel file is deemed confidential.

Category:	Personnel	Date Established:	May 1996
Policy Number:	5.7		
Title:	Performance Review	Most Recent Revision Date:	June 2015

Section 5.7: Performance Review

1. Library Employees

- 1.1 A probationary employee's performance will be given ongoing evaluation, and a written performance review will be conducted at the end of their 6-month learning commitment period.
- 1.2 Written reviews of employees shall be conducted annually. A copy will be given to the employee. A signed copy of the final review will be filed in the employee's personnel file.
- 1.3 Unsatisfactory performance will be addressed as issues arise, with written documentation clearly stating the standards which must be achieved and the time lines in which they must be achieved. In such cases, a follow-up review will be conducted at a specified time. If there is no improvement, disciplinary action will be taken.

2. Library Director

- 2.1 An annual review of the Director shall be conducted as outlined below. In the case of an unsatisfactory review, the Library Board will give the employee written documentation clearly stating the standards which must be achieved and the time lines in which they must be achieved. In such cases, a follow-up review will be conducted at a specified time. If there is no improvement, disciplinary action will be taken.
- 2.2 The review process will be conducted by the Personnel Committee. The start of the review shall occur in the Spring, or at another point in the year mutually agreeable to the Director and the Personnel Committee.
- 2.3 The purpose of the review shall be:
 - a) To allow the Director to self-reflect on his/her own performance, particularly with regards to the Plan of Service, the APL Business Plan, and the Audited Financial Statements.
 - b) To provide a venue for the Director to outline his/her personal professional priorities for the upcoming year.
 - c) To provide the Board with information related to the Director's performance.
 - d) To note areas of potential growth and seek input from the Director on what the Library Board can do to help the Director achieve that growth.
- 2.4 The Personnel Committee will seek to collect, on an annual basis, stakeholder feedback on the Director's performance from Board members, members of library staff who report directly to the Director, and three members of the community (one of which must be City of Airdrie staff), to be selected annually by the Personnel Committee in consultation with the Director.
- 2.5 Stakeholder feedback will be collected utilizing the survey template in Appendix A.
- 2.6 Collected responses will be summarized into a report by the Personnel Committee and presented to the Library Director at a private meeting. Individual stakeholders' responses will remain anonymous. The Library Director will have an opportunity to provide input and feedback.

- 2.7 Quarterly informal review meetings will be conducted, the content of which shall be recorded using the template in Appendix B.
- 2.8 The final summary of the annual review shall be recorded utilizing the template in Appendix C. The Personnel Committee will then produce a final report for presentation at a Library Board meeting that will summarize information collected from stakeholders and the final summary document.

Category:	Personnel	Date Established:	June 2015
Policy Number:	5.7, Appendix A		
Title:	Performance Review	Most Recent Revision Date:	

Section 5.7: Appendix A

Director Performance Review: Stakeholder Feedback Collection

In this section, provide concrete examples of situations where expectations were met or exceeded or where improvement is needed. Such examples are the foundation for reinforcing good performance or helping to make improvements. The bullet points under each heading are not intended to be all-inclusive. They are only examples to guide the review process.

Where improvement is required, there should be details and examples in the comments section, and where performance has been exceptional, this should also be acknowledged with comments and specific examples.

Definitions:

RATING	DESCRIPTION
Exceeds Expectations	Performance far exceeds established standards and expectations.
Meets Expectations	Most people meet expectations most of the time. This implies that they are performing as expected for their role(s), level of skill, and experience.
Below Expectations	Performance sometimes meets established standards and expectations, but not on a consistent basis; or some skills meet expectations but others need some improvement. Plans should be outlined below to help the individual improve the consistency of their performance or sharpen specific skills.
Needs Significant Improvement	Performance is consistently below established standards and expectations. Frequent direction is required. Specific plans, with targets and timelines, should be outlined to help the individual improve.

Advocacy and Collaboration

- Develops and strengthens community partnerships
- Maintains good relations and works collaboratively with City departments, library organizations, and community groups and organizations
- Library Board: provides information and direction on library issues to the Board; promotes and organizes board development opportunities

Comments/Examples:

Communication

- Demonstrates the ability to listen and respond in a manner that ensures effective interactions and facilitates understanding
- Effectively communicates organizational strategies so they are well understood and staff are motivated and engaged in achieving them
- Provides visible and effective support for the APL plan of service and business plan

Comments/Examples:

Interaction

- Encourages full expression of ideas, opinions, and concerns
- Able to deliver difficult messages effectively and defuse high-tension situations with skill
- Ability to positively influence others through communication and interaction skills and to effectively get ideas and information across to others

Comments/Examples:

Decision-Making

- Analyzes all factors involved to reach a sound conclusion
- Helps team members evaluate alternatives to reach a realistic solution
- Makes sound recommendations

Comments/Examples:

Personal Effectiveness

- Knows what needs to be done by oneself and when to seek help or resources from others
- Demonstrates ability to trust others to perform by delegating both routine and non-routine work and decisions
- Shares both accountability and responsibility with others

Comments/Examples:

Leadership

- Ability to develop a collective vision amongst employees
- Fosters an environment of empowerment at all levels in the organization
- Viewed as a change leader; identifies and successfully pursues opportunities that add value
- Challenges others to achieve beyond their expectations and values the contribution of others
- Able to clearly communicate the strategy of a change process and to create plans, structures and resources to support the change initiative
- Able to create an environment for the entire organization that promotes people development and encourages success for all employees
- Demonstrates and takes a leadership role to ensure the health and safety of the work environment

Comments/Examples:

	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Significant Improvement
Advocacy & Collaboration				
Communication				
Interaction				
Decision-Making				
Personal Effectiveness				
Leadership				

Additional comments:

Your responses are kept anonymous and confidential. Please return this form at your earliest convenience to the Chair of the Airdrie Public Library Board of Trustees. Thank you for participating.

Category:	Personnel	Date Established:	June 2015
Policy Number:	5.7, Appendix A		
Title:	Performance Review	Most Recent Revision Date:	

Section 5.7: Appendix B

Director Performance Review: Quarterly Informal Meeting Note Page Template

Employee Name: _____

Date of initial meeting: _____

Date of 1st Quarterly meeting: _____

Date of 2nd Quarterly meeting: _____

Date of 3rd Quarterly meeting: _____

Summary Informal Notes

Comments on Job Profile Accountabilities
Q1
Q2
Q3

Progress Comments on Personal Professional Priorities

Goal 1:
Q1
Q2
Q3

Goal 2:
Q1
Q2
Q3

Goal 3:
Q1
Q2
Q3

Category:	Personnel	Date Established:	June 2015
Policy Number:	5.7, Appendix A		
Title:	Performance Review	Most Recent Revision Date:	

Section 5.7: Appendix C

Director Performance Review: Year-end Formal Review Template

Employee Name: _____

Review of performance starting date: _____

Review of performance completion date: _____

Performance Rating Scale

- | |
|---|
| <ol style="list-style-type: none"> 1. Does not meet: Results are unsatisfactory. The employee’s contribution is well below what is expected. 2. Partially meets: Results sometimes meet standards. Improvement is required in specific areas. 3. Meets: Results consistently meet standards. |
|---|

JOB PROFILE		
<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
Summary and specific comments:		

Performance Goal 1:		
<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
Summary and specific comments:		

Performance Goal 2:		
<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
Summary and specific comments:		

Performance Goal 3:		
<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
Summary and specific comments:		

Stakeholder Expectations (use summary feedback from stakeholder assessments):		
<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
Summary and specific comments:		

Other successes:

Personnel Committee Comments:

Board Chair Signature: _____ Date: _____

Employee Comments:

Employee Signature: _____ Date: _____

By signing, the employee agrees that this conversation has occurred, but does not necessarily indicate agreement to the content.

Category:	Personnel	Date Established:	May 1996
Policy Number:	5.8		
Title:	Safety and Wellness	Most Recent Revision Date:	May 2018

Section 5.8: Safety and Wellness

It is the responsibility of both The City of Airdrie Library Board and its employees to ensure safe working conditions are maintained.

1. Employees shall report to the Director any accidents occurring to them while on the job. Copies of these reports will be kept in a locked file and referred to Worker's Compensation as necessary.
2. In case of an accident occurring to the Director at work, copies of reports will be sent to the Chair of the Library Board and to the Worker's Compensation Board as required.
3. The Library will be staffed by a minimum of two personnel at all times the Library is open to the public, one of whom must be 18 years or older.
4. The Library will be compliant with Alberta Occupational Health and Safety Regulations.
5. It is the responsibility of the Library Director to ensure that there are current safety and evacuation procedures in place and that these procedures are regularly reviewed.

Category:	Personnel	Date Established:	May 1996
Policy Number:	5.9		
Title:	Statutory and Bonus Holiday Guidelines	Most Recent Revision Date:	June 2022

Section 5.9: Statutory and Bonus Holiday Guidelines

1. The Library recognizes the following statutory and bonus holidays:

New Year's Day	Canada Day	Remembrance Day
Alberta Family Day	Heritage Day	Christmas Day
Good Friday	Labour Day	Boxing Day (bonus)
Easter Monday (bonus)	Truth and Reconciliation Day (bonus)	
Victoria Day	Thanksgiving Day	

2. General holiday entitlements

2.1 Salaried Employees

2.1.1 Where 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 employee and their supervisor.

2.1.2 All salaried employees who work a scheduled shift on a statutory or bonus holiday will receive one-and-a-half hours' time in lieu for every hour worked.

2.2 Permanent Part-time and Part-time Employees

2.2.1 If a part-time or permanent part-time employee does not work on a statutory or bonus holiday, no further remuneration is provided.

2.2.2 If a part-time or permanent part-time employee works a scheduled shift on a statutory or bonus holiday, they will be paid time-and-a-half for hours worked.

Category:	Personnel	Date Established:	November 2000
Policy Number:	5.10		
Title:	Vacations	Most Recent Revision Date:	June 2018

Section 5.10: Vacation Allotment

1. Full time Employees and Permanent Part-time Employees
 - 1.1 Upon commencement of employment, the employee will accrue vacation entitlement at an annual rate of 6% (approximately three weeks) of annual regular hours worked.
 - 1.2 After five years completed service, the employee will accrue vacation entitlement at an annual rate of 8% (approximately four weeks) of annual regular hours worked.
 - 1.3 After ten years completed service, the employee will accrue vacation entitlement at an annual rate of 10% (approximately five weeks) of annual regular hours worked.
 - 1.4 After fifteen years completed service, the employee will accrue vacation entitlement at an annual rate of 12% (approximately six weeks) of annual regular hours worked.
 - 1.5 Vacation time is accrued on a biweekly rate which corresponds to the annual rates set out above.
2. Part-time Employees:
 - 2.1 In lieu of paid time off, part-time employees shall be entitled to vacation pay, as follows:
 - a) Less than 5 years completed service - 6% of wages
 - b) After 5 years completed service - 8% of wages
 - c) After 10 years completed service – 10% of wages
 - d) After 15 years of service – 12% of wages
 - 2.2 Part-time employees are entitled to an unpaid leave of absence in each calendar year, as follows:
 - a) Less than 5 years completed service: a 3-week calendar period
 - b) After 5 years completed service: a 4-week calendar period
 - c) After 10 years completed service: a 5-week calendar period
 - d) After 15 years completed service: a 6-week calendar period
 - 2.3 Additional unpaid vacation time is subject to authorization by the Director.
3. Years of service for employment will be measured from each employee's anniversary date.
4. Vacation leave will be provided based on the needs of all staff and the organization. Vacation leave may be taken in one continuous period, or in separate periods of not less than four hours upon mutual agreement between the employee and immediate supervisor. Vacation leave may not be used to alter a regular work week in an ongoing manner (e.g. every Friday).
5. Vacation leave may not be granted before it has been earned, or during the first 6 month Learning Commitment. Exceptions may be made at the discretion of the Director.

6. Vacation will not be accrued while on a leave of absence.
7. For salaried and permanent part-time employees, accrued vacation leave shall normally be taken within the year accrued. Employees may carry forward up to two weeks of their annual vacation entitlement from one calendar year to the next. Carry forward requests must be submitted in writing to the employee's supervisor prior to the end of the year. Carried forward vacation that is not used in the following calendar year shall be forfeited. For part-time employees, no unpaid vacation leave will be carried over into the next calendar year.
8. Vacation leave for all employees must be applied for in writing to immediate supervisors. Supervisors will provide a written response.
 - 8.1 Normally, requests for vacation leave will be accepted up to 12 months in advance. If the vacation includes a down payment deadline (i.e. transportation ticket), a submission of greater than 12 months in advance will be considered.
 - 8.2 A minimum of one months' notice for vacation leaves between two to five workdays is required. A minimum of two months' notice for vacation leaves over five workdays is required.
 - 8.3 Supervisors will aim to minimize overlapping vacation time within the same department.
9. If employment is terminated before the employee has taken vacation leave, accrued vacation shall be paid out.
10. If an employee qualifies for sick leave or bereavement leave during the period of vacation, such leave shall be added to the vacation period or be used at a later date by mutual agreement of both parties. A medical certificate verifying sickness is required.

Category:	Personnel	Date Established:	May 1996
Policy Number:	5.11		
Title:	Sick Leave	Most Recent Revision Date:	June 2018

Section 5.11: Sick Leave

1. All Sick Leave

Time off is available for employees to care for themselves or a family member for short periods of time. Time away for personal appointments should be scheduled outside scheduled work hours where possible.

- 1.1 An employee who is unable to report for duty due to illness or injury, should inform the Library as soon as possible.
- 1.2 A doctor's certificate may be required for an absence.
- 1.3 The employee is responsible to keep their supervisor advised of any changes to their situation.
- 1.4 Employees who are absent due to illness or injury for an extended period:
 - 1.4.1 After seven (7) consecutive calendar days of illness, the employee must provide their supervisor with a medical certificate indicating they are not currently able to perform his/her duties.
 - 1.4.2 It is the responsibility of the employee to keep the Library regularly apprised of his/her ability to return to work.
 - 1.4.3 After 17 consecutive weeks of illness, the employee must provide their supervisor with a medical certificate indicating the timeline for resuming full or partial duties.
 - 1.4.4 Employees returning after an extended illness will be reinstated in the same or similar position or rate of pay as was in effect at the commencement of absence.

2. Paid Sick Leave

Paid sick time is a benefit accorded to full-time and permanent part-time employees and is based on the City of Airdrie Benefit Program.

Annual Sick Leave Allotments

- 2.1 Full-time employees: 90 hours allotted based on 7.5 hr. days.
 - 2.2 Permanent part-time employees: 96 hours allotted prorated by the employee's full-time equivalent percentage (actual hours worked).
 - 2.3 Sick allotment is not carried over year to year.
3. When health related appointments cannot be scheduled outside work hours, employees may use sick leave allotment, take the time as unpaid, use banked or vacation time, or make up the time. An employee's supervisor must give prior approval for non-emergency medical appointments.

4. If there is no time remaining in an employee's sick leave allotment arrangements, the employee and supervisor, subject to the Director's approval, will design a plan based on leave without pay, banked time, vacation time or another arrangement. The plan will be subject to periodic review by the Director.
5. After seven (7) consecutive calendar days of illness the short-term disability plan comes into effect for employees covered by benefits. Upon the expiration of the short-term disability (17 weeks), long-term disability comes into effect for employees covered by benefits.
6. Family Responsibility

Library employees are entitled to a maximum of five unpaid days of leave per year to attend to family responsibilities.

In addition to the above, sick time can be used for family responsibility to provide support for immediate family members in emergency situations when they are unable to take care of themselves. This includes illness, medical or unscheduled emergency situations or appointments that could not be planned on non-work days, before or after work

- 6.1 The maximum allowable family responsibility leave paid as sick time is three consecutive (3) days per incident.

Employees are expected to return to work if the situation is resolved before the end of their workday.

Category:	Personnel	Date Established:	February 2006
Policy Number:	5.12		
Title:	Health & Insurance Plans	Most Recent Revision Date:	May 2018

Section 5.12: Health and Insurance Plans

1. Participation in these plans is compulsory for full-time permanent and part-time permanent employees and is in accordance with the City of Airdrie Benefits plan.

NOTE: An employee may opt out of the supplementary pension plan.

2. It is a condition of employment that all eligible employees join the Local Authorities Pension Plan upon date of hire. Payment for participation in the plan shall be paid by the employee and the employer as outlined in the plan.

Category:	Personnel	Date Established: October 2014
Policy Number:	5.13	
Title:	Special Leave Guidelines	Most Recent Revision Date: June 2018

Section 5.13: Special Leave Guidelines

1. Bereavement Leave: a leave of absence will be granted to all employees to deal with a death.
 - 1.1 Bereavement leave covers only scheduled working hours and days.
 - 1.2 When a relative dies, the employee is entitled to leave on any normal working day that falls within the four-day period immediately following the day the death occurred. At the Director's discretion, delayed funeral arrangements will be accommodated.
 - 1.3 Bereavement leave for a relative (as defined in 7.1) — up to 4 days.
 - 1.4 Bereavement leave for non-relative — 1 day.
 - 1.5 Travel time — an extension of up to two days may be granted for travel in excess of 200 kilometers at the discretion and approval of the Director.
2. Compassionate Leave
 - 2.1 Compassionate leave may be granted to employees who have to be away from work temporarily to provide care or support to a relative who is gravely ill with a significant risk of death. The leave will be unpaid and will be up to 27 weeks in length.
 - 2.2 Leave may be shared by two or more employees of the same family, but the total leave cannot exceed 27 weeks. Employees must apply for compassionate leave in writing and should provide their supervisor with reasonable notice (when possible) of the date compassionate leave begins and the expected date of return.
 - 2.3 During the leave, an employee will be required to pay their premium for those health and insurance benefits they are eligible for.
 - 2.4 Upon returning to work, the leave will be considered as continuous employment and the anniversary date will remain the same.
3. Leave for Election

Time off with pay shall be granted to allow the employee to vote in federal, provincial or municipal elections as required by law.
4. Leave for Court Proceedings

An employee summoned to appear as a witness during court proceedings, during jury selection or to serve jury duty shall be paid the difference between what would have been earned and the fee received. The Library Board may require the employee to furnish a certificate of service from an officer of the court before making any payment. The employee will come to work during any hours when not required to attend court.
5. Leave for Political Activity
 - 5.1 School Board

Employees may run for School Board Trustee, however, a request for a general leave of absence without pay so as to run for School Board Trustee must be forwarded to the Director for approval. In the determination of approval the following will be considered:

- a) is such action likely to impair public confidence in the existing or subsequent performance of the employee's duties on behalf of the Library
- b) is such action likely to interfere with the time and attention the employee is able to devote to the duties and responsibilities of the position held in the Library

If, in the opinion of the Director, either item a) or item b) is likely to result, then the leave of absence can be denied.

5.2 Municipal, Provincial, or Federal

Employees shall be entitled to a general leave of absence without pay if they are candidates for Municipal, Provincial or Federal election. Upon election, the employee may take an unpaid leave of absence from the Library's service for the duration of their appointment. An employee who is on unpaid leave while running for or serving as an elected official shall be entitled to return to the same or similar employment effective the day after the election in the case of unsuccessful candidacy, or upon resignation of their office in the case of successful election.

5.3 Participation in Political Parties and/or Organizations

Any employee may participate actively in the affairs of political parties and/or organizations. All related activities must be done on the employee's own time and without use of Library equipment or resources.

- 6. Other Leaves: employees may be eligible for unpaid leaves associated with other reasons, but these leave requests must be discussed with and approved by the Director. The reasons for such leaves may include, but are not limited to, death or disappearance of a child, domestic violence, and/or a citizenship ceremony.

Where possible, special leaves must be requested in writing at least one (1) month in advance.

- 7. Appropriate documentation (e.g. medical, formal political activity verification, court proceedings details, etc.) may be required for special leaves.

Category:	Personnel	Date Established:	April 2001
Policy Number:	5.14		
Title:	Parental Leave	Most Recent Revision Date:	June 2018

Section 5.14: Maternity, Adoption, and Parental Leave

An employee who has completed 90 days continuous service may apply for an unpaid leave of absence due to the birth of the employee's child. Employees shall be entitled to all the rights and leaves as provided under Alberta Employment Standards.

1. The "voluntary" portion shall be the period chosen at the employee's discretion.
 - 1.1 Application for voluntary parental leave shall be submitted in writing to the Library Director not less than two (2) months prior to the estimated date of delivery.
 - 1.2 During the period of voluntary leave, the employee will be required to pay the premiums for eligible health and insurance benefits.
2. It is understood that maternity, adoption and parental leaves are unpaid. Employees returning from leave will be reinstated in the same or a similar position at the same rate of pay as was in effect at the commencement of the leave.
3. Holidays and/or sick days will not accrue during parental leave but will be calculated on a prorated basis to actual time worked during the year. Earned holidays and/or sick days will not be used to extend such leave unless approved by the Director.
4. If an employee returns to work after the conclusion of the leave, the leave will be considered as continuous employment and the anniversary date will remain the same.
5. An employee on leave must provide 4 weeks' notice of return to work date or 2 weeks' notice of termination of employment.

Category:	Personnel	Date Established:	November 2000
Policy Number:	5.15		
Title:	Staff Development	Most Recent Revision Date:	May 2018

Section 5.15: Staff Development

The Library Board recognizes the importance of informed, well-trained staff. It supports this policy by providing, within the limits of its budget, orientation programs, opportunities, encouragement and support for continuous learning. Every new employee will attend an orientation session to review the APL Employee Handbook.

1. Employees are accountable for identifying their training needs in consultation with their supervisor and/or manager, and as outlined in their annual accountability agreement, and for recognizing that this is an investment in both themselves and the organization.
2. Managers are accountable for identifying training needs of staff they oversee, ensuring that staff possess the skills needed to perform their jobs, developing staff for potential advancement, identifying training opportunities, and arranging workload and shift coverage during the employee's absence.
3. The Director will provide budgetary and strategic direction to ensure development aligns with the Library's overall needs. The Director has final authority over all staff development requests.
4. The Library will be closed to the public up to six days annually to accommodate staff development and facility or technology projects. These closures will be at the discretion of the Director.

Category:	Personnel	Date Established:	May 1996
Policy Number:	5.16		
Title:	Disciplinary Policy	Most Recent Revision Date:	May 2018

5.16: Disciplinary Policy

Whenever the Director deems it necessary to discipline an employee due to unacceptable behaviour or performance, the following steps shall be followed:

1. A formal documented meeting between the employee and his/her supervisor will be scheduled to discuss the unacceptable behaviour or performance and to clarify expectations. A written plan of action and a timeline for improvement will be established.
2. In the event of continued unacceptable behaviour or performance, the Director, in consultation with the employee's supervisor and/or manager, will take the following steps:
 - 2.1 A reprimand shall be given with documentation in writing stating the reason(s) for the reprimand, with a copy kept by the Library and a copy given to the employee. This documentation will include a warning of the possible consequences, such as suspension or dismissal that may occur if the problem is not resolved. The employee shall be advised of their opportunity to use the grievance procedure.
 - 2.2 If a problem still exists, the employee shall be assigned a probationary period. The probation and the reasons for it shall be documented in writing, with one copy kept by the Library and one copy given to the employee.
 - 2.3 If the problem continues, the Director will make a decision on suspension without pay or dismissal.

Category:	Personnel	Date Established:	May 1996
Policy Number:	5.17.		
Title:	Grievance Procedure	Most Recent Revision Date:	May 2018

Section 5.17: Grievance Procedure

1. If an employee has a grievance or complaint with their supervisor, the employee should first address the grievance with their manager. If an employee has a grievance or complaint with their manager, the employee should first address the grievance with the Director.
2. If the employee is dissatisfied with the Director's decision or actions, the grievance must be submitted in writing to the Chair of the Library Board.
3. The employee will meet with the Director and the Board Personnel Committee within 3 weeks of receipt of the grievance.
4. The decision of the Board Personnel Committee is final and binding on all parties.

Category:	Personnel	Date Established:	February 2003
Policy Number:	5.18		
Title:	Termination	Most Recent Revision Date:	May 2018

Section 5.18: Termination and Resignation

1. Notice of resignation by the Director will be in writing to the Board Chair or designate.
2. Notice of resignation is required from all other employees as laid out in the current labour legislation.
3. The Library will give the employee two weeks written notice of termination unless the employee is terminated for just cause.
4. Terminated employees may receive pay in lieu of notice.

Category:	Personnel	Date Established:	February 2003
Policy Number:	5.19		
Title:	Staff Recognition Program	Most Recent Revision Date:	June 2018

Section 5.19: Staff Recognition Program

1. An event recognizing staff as integral to the operations of the Library will be held annually.
2. The event will include all staff, Board members and spouse or significant other of each.
3. Informal recognition of co-workers for service excellence in regards to internal and/or external customers is encouraged.
4. Awards recognizing milestones of service will be presented at the annual staff event according to the schedule in Appendix A.

Category:	Personnel	Date Established:	February 2003
Policy Number:	5.19, Appendix A		
Title:	Recognition Awards	Most Recent Revision Date:	June 2018

Section 5.19: Appendix A

Schedule of Awards Recognizing Milestones of Service

Length of Service	Award
One year	Airdrie Library Memento
Three years	Gift up to \$75
Five years	Gift up to \$100
Ten years	Gift up to \$150
Fifteen years	Gift up to \$200
Twenty years	Gift up to \$250
Twenty-five years	Gift up to \$300

End of Service

When an employee leaves the Library, they may choose a book from the collection to be plated in recognition of their service.

Category:	Personnel	Date Established:	June 2015
Policy Number:	5.20		
Title:	Employee Code of Ethics	Most Recent Revision Date:	May 2018

Section 5.20: Employee Code of Ethics

The purpose of this Code of Ethics is to define acceptable behaviours and to promote high standards of practice.

1. **Supplementary Employment:** Employees may take supplementary employment, including self-employment, unless the employment may be perceived as an official act or endorsement of the Library. Activities related to supplementary employment may not be performed at the Library or during Library employment hours.
2. **Dealings with Relatives:** An employee acting in connection with the hiring or contracting of labour or the purchase of materials or supplies for the Library should seek permission from the Director, or his/her delegate, prior to allotting any work to, or ordering any supplies from, the following:
 - a) an immediate relative, including in-laws,
 - b) any firm or partnership in which the employee alone or their immediate relatives holds any interest, regardless of size,
 - c) any company, partnership or firm in which the employee or their immediate relative holds a directorship or management position.
3. **Confidential Information:** A Library employee should not release sensitive and confidential information or data that may harm the Library or people who the Library deals with. Sensitive and confidential information includes, but is not limited to, the following:
 - a) the contents of meetings
 - b) personal information relating to Library staff or customers
 - c) personnel matters including discipline, dismissals, resignation, job and salary information
 - d) information given in confidence

If an employee has concerns about confidentiality of information, they should discuss with their supervisor.
4. **Criminal Offence:** Employees are expected to obey and observe the laws of the federal, provincial and local governments. Breaking a law, whether at work or not, may contravene this expectation and disciplinary action may be initiated. Employees are required to inform their supervisor if they have been convicted of a criminal offence at any time during their employment. If convicted of a criminal offense, the employee may be disciplined which can include suspension or termination.
5. **Acceptance of Gifts:** As long as a professional relationship is maintained and there is no expectation of preferential treatment, employees may accept reasonable tokens on behalf of the Library, to be used for library purposes or shared with all employees.

6. Conflict of Interest:

6.1 Conflict of interest is defined as situations in which the personal or private interests of an employee

(or the employee's family or close business associates) conflict with the interests of APL, or when there is a reasonable basis for the perception of such conflict.

- 6.2 Employees should not use their position with the Library to obtain special advantages from dealing with a business or other organizations, with the exception that current staff members shall be permitted to purchase items for personal use through the Technical Services Coordinator from specified vendors at designated time periods, in order to receive any discount available to the Library. Staff members are responsible for paying for their orders and any shipping charges upon receipt of item.
 - 6.3 Points/bonuses/reward programs etc. should not be directed toward personal accounts.
 - 6.4 Employees are deemed to be in a conflict of interest if they:
 - a) use information gained through their position as an employee of APL to gain benefit either directly or indirectly, disclose information gained through their position as employee of APL for the benefit of themselves or others;
 - b) engage in private endeavors outside of their duties at APL that provide the appearance of an opportunity for wrongdoing or unethical conduct, which include, but are not limited to, paid or unpaid activities beyond official duty, activities associated with a financial interest, and relationships with third parties who may be associated with APL through employment or business.
 - 6.5 Employees shall not use information or materials belonging to APL to gain financial benefit, either directly or indirectly, or use their employment to gain personal advantage beyond the benefits provided by their employment contract.
7. Breach of the Code of Ethics: If an employee's actions are in question with respect to the Code, the Director will initiate a thorough investigation. If the investigation concludes that a breach or violation of the Code of Ethics has occurred, the employee will be subject to corrective action up to and including termination.

Category:	Personnel	Date Established:	November 2005
Policy Number:	5.21		
Title:	Violence & Harassment Policy	Most Recent Revision Date:	May 2018

Section 5.21: Violence & Harassment

The Airdrie Library Board is committed to maintaining an environment in which all people behave with respect for one another. Any act of violence or harassment committed by or against any individuals within this organization is unacceptable conduct and will not be tolerated.

1. The purpose of this policy is to ensure that:

- 1.1 Individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be taken
- 1.2 Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint
- 1.3 Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

2. Definitions and Guidelines

Acts of violence and harassment can take the form of physical contact or non-physical behaviours and can include but are not limited to:

- 2.1 Threatening behaviour, such as shaking fists, destroying property or throwing objects, verbal or written threats, and any expression of an intent to inflict harm
- 2.2 Harassment such as any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate actions
- 2.3 Verbal abuse such as swearing, insults or condescending language
- 2.4 Physical attacks such as hitting, shoving, pushing or kicking

Acts of violence and harassment destroy individual dignity, lower morale, engender fear, and break down work unit cohesiveness. These consequences may result from behaviour that is unintentionally abusive. Consideration must be given to whether a reasonable person knows or ought to have known that the behaviour would be considered unwelcome or offensive by the recipient.

3. Consequences

- 3.1 Library employees engaging in acts of violence or harassment may be subject to disciplinary action commensurate with the incident, up to and including dismissal.
- 3.2 For acts of violence or harassment by individuals outside of this organization, action taken will be commensurate with the incident up to and including temporary or permanent withdrawal of services or legal action.

4. Procedures

- 4.1 All incidents involving violence, harassment and abusive behaviour occurring in or on the Library site will be reported to the Library Director.

- 4.2 When the complaint is against a Library employee, the Director will assess the situation against the criteria of intent, and attempt to achieve a reconciliation between the complainant and the alleged offender.
- 4.3 If the issue is not resolved at this time, the Director will inform the Library Board Chair of the situation, and ensure appropriate documentation is filed in the Library personnel files. Action may be taken as stated in Section 3 of this policy.
- 4.4 When the complaint is against an individual outside of this organization, the Director will be informed at the earliest opportunity, and a formal report will be forwarded to the Library Board Chair. Action may be taken as stated in Section 3 of this policy.
- 4.5 Library employees faced with an urgent situation involving violent behaviour or threats of violence, where there is reasonable belief that the safety of individuals may be threatened, should contact the police immediately or take other appropriate action. At no time should an employee physically attempt to deal with a potentially harmful situation.

Category:	Personnel	Date Established:	June 2015
Policy Number:	5.22		
Title:	Purchasing & Reimbursement	Most Recent Revision Date:	May 2018

Section 5.22: Purchasing & Reimbursement

1. Purchasing

The City of Airdrie Library Board recognizes the benefits of a credit card to facilitate efficient handling of payments and purchases. The primary purpose of the credit card is to make purchases or pay invoices for the Library.

1.1 Credit cards are the property of the Airdrie Public Library.

- a) Credit cards will be issued to employees who have job responsibilities requiring purchasing or payment of library materials, equipment, technology, program supplies, services, meeting and conference accommodation, meals and travel expenses, and recognition expenses. The Director will authorize issuance of credit cards to individual employees.
- b) Use of the credit card must be preauthorized by the employee's manager and requires the staff member to sign the Library's credit card agreement.
- c) Itemized receipts for total card debit must be presented to the Library's finance department within a week following the purchase and prior to the card payment date.
- d) Under no circumstances are personal purchases permitted on the credit card.

1.2 Petty Cash: Use of petty cash is deemed necessary for those expenses where credit card transactions are not possible.

- a) Use of petty cash must be preauthorized by the employee's manager.
- b) Petty cash reimbursements and withdrawals will only be made for authorized library expenses.
- c) Personal purchases should not be included on any receipts to be submitted for library expenses
- d) Itemized receipts must be submitted within one week.

2. Reimbursement

It is the policy of the Library to reimburse for reasonable and necessary expenditures incurred by individuals while representing the Library, engaging in official Library business, attending meetings, conferences, seminars or other training opportunities. Reimbursement rates are established in the Reimbursement Schedule of Rates (Appendix A) based on current City of Airdrie rates.

2.1 Qualified Travel Expenses

- 2.1.1 Where travel is authorized, the most direct and economical route and method of transportation shall be used unless otherwise authorized. Car rental versus personal mileage should be weighed and the most economical method chosen. Where an

employee chooses to use a method other than prescribed, the employee shall be reimbursed as though the method of transportation prescribed was used.

- 2.1.2 It is expected that any Airdrie Public Library employee using their personal vehicle for any business purpose is properly insured and carry a minimum of \$1,000,000 liability.
- 2.1.3 Other ground transportations: Taxi, C-Train, and/or buses will be reimbursed at cost with a proper receipt being submitted.
- 2.1.4 Employees must complete an itemized travel expense report upon return from travel with appropriate documentation supporting expenses being claimed.
- 2.1.5 Staff may not claim for meals that are provided or included by the conference, seminar, or hotel. Alcoholic beverages will not be reimbursed.
- 2.1.6 Expenses for personal entertainment (including refreshments) and recreation activities are considered by CRA (Canada Revenue Agency) to be a taxable benefit and will not be reimbursed by APL (e.g. in-room movies, additional activities at conferences, etc.)
- 2.1.7 APL will not pay or reimburse costs for any tickets, fines, or penalties resulting from a violation of any local, provincial, or federal statutes.
- 2.1.8 When two or more employees are attending the same event, carpooling shall be practiced whenever possible. Employees who elect to drive separately from the designated car pool driver will not be reimbursed for mileage.
- 2.1.9 When feasible, employees will conserve Library travel funds by considering cost saving alternatives (e.g. sharing rides, sharing rooms).
- 2.1.10 Where private arrangements for accommodations are made, and commercial facilities are not used, an allowance as determined by the Director may be claimed. The intent of this allowance is to show appreciation to the host for the accommodation.

2.2 Qualified Training and Education Expenses

- 2.2.1 Where training has been approved and budgeted, the Library will pay for normal associated expenses, such as registration fees and books/materials. Common educational materials paid for by the Library remain the property of the Library and should be housed in the Library for shared use by other staff.
- 2.2.2 Regular earnings (salary) will be maintained while attending a seminar or conference. No additional consideration in either the form of pay or time off will be granted on those occasions when the course and/or travel may extend outside normal working hours.
- 2.2.3 Those employees required to attend courses, seminars, or conferences on their regular days off shall be reimbursed with compensating time off.
- 2.2.4 An employee may apply to the Director for funding for library-related diploma or degree programs (e.g. Library Technician/Masters of Library Science). Funding may include part or all of the following: tuition, and/or books/materials. If the Library funds the full or a significant portion of educational expenses, the employee must sign a learning contract.
- 2.2.5 An employee may apply to the Director for funding to take a continuing education course outside of regular work hours (U of C, SAIT, Bow Valley, etc.). Funding may include part or all of the following: tuition and/or books/materials.

2.3 Professional and Individual Membership Fees

- 2.3.1 The Library Director may recommend corporate or individual memberships in professional organizations with national, regional, and/or local affiliation. These memberships will be considered on an individual basis and paid in part or full. The particular request for membership will be brought to the Director for approval.
- 2.3.2 Professional or individual membership fees paid on behalf of an employee are not considered by CRA to be a taxable benefit as long as the fees are considered to be more advantageous to the employer than the employee, or are a condition/requirement of the position.
- 2.3.3 The CRA does not allow reimbursement for membership in any club organized solely for pleasure, recreation or other social purpose, or if the membership is primarily in the interest of the employee. This includes hotel and airline clubs.

Category:	Personnel	Date Established:	December 2008
Policy Number:	5.22 Appendix A	Most Recent Revision Date:	January 2023
Title:	Reimbursement Rates		

Section 5.22: Appendix A

Reimbursement Schedule of Rates

APL will change rates in tandem with the City of Airdrie.

EXPENSE CATEGORY	DESCRIPTION / EXPLANATION	ALLOWABLE CLAIM Before gratuity
Meal Allowance	Requires receipts Gratuities should not exceed 15% of cost of service.	Breakfast \$15.00 Lunch \$20.00 Dinner \$35.00
Accommodation Rate	Higher rates require additional approval	\$150.00 per night
Vehicle Mileage	All staff	CRA rates 2023 \$0.68 per km, first 5000 km \$0.62 per km, over 5000 km
Private Accommodation (allowance in lieu of paid accommodation)	Charged per full day and night, to assist with host appreciation	\$50.00 per day
Personal Allowance	Requires no receipts (i.e. phone calls, non-billed gratuities)	\$5.00/day after 24 hours

Rental vs Personal Vehicle Calculation

To make the weighing of the options a simple calculation, the cost for a vehicle rental has been established to be \$100 per day on a travel day (cost of rental + fuel), and \$75 per day on a non-travel day (cost of rental + limited fuel expenses).

Category	Personnel	Date Established:	June 2015
Policy Number:	5.23		
Title:	Building & Equipment Use	Most Recent Revision Date:	May 2018

Section 5.23: Building & Equipment Use

1. Building Use

The Library facility is intended for use by employees for Library purposes and in performing their duties.

2. Use of Library Equipment and Supplies

- 2.1 Library Equipment is intended for use by employees for Library purposes and in performing their duties.
- 2.2 Equipment/supplies are shared property not intended for exclusive use by an individual
- 2.3 Equipment/supplies are to be used in a legal & ethical manner in strict compliance with all other Library and copyright policies.

3. Personal Devices

- 3.1 As a measure of respect to co-workers and to maximize effective performance, use of personal devices should be limited to rest breaks and non-public areas.
- 3.2 Use of music devices are acceptable in the Library when it does not affect customer service or co-workers.

4. Parking

During daytime hours employees are expected to park in areas designated by management.

5. Personal Use

- 5.1 Employees are exempt from overdue fines, but are encouraged to be responsible borrowers and return materials on time.
- 5.2 Employees are responsible for full replacement costs for lost /damaged items and are subject to public borrowing policies.
- 5.3 Employees using equipment for personal use (e.g.. printing, photocopying, faxing, scanning) are subject to fees at an employee discount rate. The discount is intended for individual personal use only and not for groups or organizations to which the individual may be affiliated.