

**POL-ADM.2018.24 Title: Exemptions from the Employment Standards Act**



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.24  
**Associated Documents:** Employment Standards Act, S.O. 2000 Part 1

**Legal Framework**

The BMPL is subject to the Employment Standards Act, S.O. 2000 and all subsequent versions of the Acts.

**ADM.2018.24.01 Exemptions from the Act**

1. The Blue Mountains Public Library shall follow the Ontario Employment Standards Act, S.O. 2000 and all subsequent versions of the Act. The CEO shall work within the Act, including following any exemptions to the Act. In accordance with the ESA, the following are exemptions to the Act when an individual described below works as a volunteer or for compensation:
  - 1.1. A secondary school student who performs work under a work experience program authorized by the school board that operates the school in which the student is enrolled.
  - 1.2. An individual who performs work under a program approved by a college of applied arts and technology or a university.
  - 1.3. A participant in community participation under the *Ontario Works Act, 1997*.
  - 1.4. An individual who performs work under an order or sentence of a court or as part of an extrajudicial measure under the *Youth Criminal Justice Act (Canada)*.
  - 1.5. An individual who performs work in a simulated job or working environment if the primary purpose in placing the individual in the job or environment is his or her rehabilitation.
  - 1.6. Any prescribed individuals. 2000, c. 41, s. 3 (5); 2006, c. 19, Sched. D, s. 7.
2. These individuals shall have employment standards as prescribed by the various governing bodies (e.g. secondary school, college, Ontario Works program, etc) and not the ESA.
  - 2.1. These individuals will be bound by the policies of the BMPL including all Human Resources and Health & Safety policies.
  - 2.2. All employees, including this exempted class shall be required to sign an Oath of Confidentiality and Code of Conduct.
  - 2.3. The CEO may further prescribe limitations on these exempted.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

## POL-ADM.2018.25 Title: *Code of Conduct*



<b>Type:</b>	Human Resources
<b>Authority:</b>	Board
<b>Resolution No:</b>	BMPL 2018-77 on 4-19-18; POL-ADM.2018.25
<b>Associated Documents:</b>	Ontario Employment Standards Act, SO 2000, c.41

### **Purpose**

This Code of Conduct provides a standard to guide conduct of Personnel in all matters related to the Library.

### **Scope**

This policy refers to all class of Personnel as identified in HR1 General.

#### **ADM.2018.25.01 Expectations**

1. All Personnel are expected to behave in a manner which is professional, and which upholds the standards of safety and respect for users.
2. All Personnel shall behave in accordance with the POL-PUB.2018.65 *Rights and Responsibilities of Users* and all policies which refer to conduct, including the Corrective Action Procedures and Termination and Severance of Employees.
3. Infractions shall be addressed by the direct supervisor and/or CEO according to the Corrective Action Policy.

#### **ADM.2018.25.02 Responsibility to BMPL and Co-Workers**

1. All Personnel are responsible for:
  - 1.1. Conducting the business affairs of the BMPL in good faith, and with honesty, integrity, due diligence, and competence.
  - 1.2. Serving the public with respect and dignity.
  - 1.3. Protecting privacy and confidentiality except as otherwise required by law or as authorized by the CEO. No personnel will share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the BMPL, including but not limited to user information.
  - 1.4. Refraining from use of any form of public negative promotion or defamation of the library, museum, gallery, its Board, CEO, other employees, Personnel, or services. Negative promotion includes, but is not limited to, verbal interactions, personal social/electronic media posts, written formats, audio/video, and publications. Negative communications to any member of the public through any medium shall not be tolerated and may be grounds for dismissal.
2. All Personnel must sign and abide by the *Code of Conduct* and *Oath of Confidentiality*. These agreements endure in the event of termination from the Blue Mountain Public Library. Whistle Blower legislation is not deemed a breach of confidentiality, as long as the confidential information is reported to the appropriate body.

### **ADM.2018.25.03 Acceptable Use of Property**

The BMPL property, technology, hardware and software, intellectual property and materials available to Personnel are provided for the purpose of conducting the work of the library, museum and gallery and shall be utilized only as authorized, and not for personal use. Information attained during the conduct of the employee's/volunteer's work at the library, museum or gallery must not be used for personal purposes, or prematurely released to any member of the public without explicit permission from the CEO.

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**POL-ADM.2018.26 Title: *Recruiting, Hiring and On-Boarding of Personnel***



**Type:** Human Resources

**Authority:** Board

**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.26

**Associated Documents:**

**Purpose**

The Blue Mountains Public Library Board is committed to fair and equitable practices in recruiting, hiring and contracting employees. This policy describes BMPL practices.

**ADM.2018.26.1 Announcing Positions**

Positions shall be posted internally to current BMPL employees for a minimum of one (1) week. Such postings are not to be disclosed to the public during this period.

1. If a successful candidate is not found, positions shall be posted externally for no less than two weeks. External postings shall appear on the Library and Town websites, and may also be advertised through paid and unpaid promotion.
2. Position announcements shall include:
  - 2.1. A brief description of the position;
  - 2.2. Minimum qualifications and experience requirements as well as desired attributes;
  - 2.3. Job Class and Grade;
  - 2.4. A link to the complete job description;
  - 2.5. Term of appointment;
  - 2.6. Salary range and applicable benefits;
  - 2.7. Requirement for Criminal Records Check with Vulnerable Sector Search;
  - 2.8. Statement of candidate eligibility;
  - 2.9. Requirement regarding acceptable references;
  - 2.10. An equity statement;
  - 2.11. Statement informing that only shortlisted candidates will be contacted; and
  - 2.12. Availability of Accommodation under AODA.
3. A complete job description shall be available at each BMPL location and available electronically on our website for interested applicants during the posting period and until the interview process has been completed.

**ADM.2018.26.2 Screening**

1. BMPL is an equal opportunity employer. The selection of employees is based on merit including how well the applicant meets the required qualifications, experience and desired attributes and demonstrates appropriate attitude and deportment for the position.
2. Merit is assessed through review of the application letter and resume, interview(s), reference checks, Criminal Records Check with Vulnerable Sector Search.
3. The CEO may also choose to conduct additional screening of applicants, including demonstration of skills in such areas as administration, library, museum, and gallery specific skills, technology, and oral and written communications.

4. No applicant will be denied access to competition for a position as a result of family affiliation with a member of the Personnel or with a member of the Board, as required by the Canadian Human Rights Act.

#### **ADM.2018.26.3 Hiring Panel and Interview Process**

1. A hiring panel consisting of the CEO and a minimum of one additional member shall be appointed. When the position being hired for is that of the Curator, the CEO may invite external experts to assist with the hiring process.
2. The CEO may waive a hiring panel and appoint current employees to conduct hiring processes:
  - 2.1. For any short-term employment (12 weeks and under)
  - 2.2. For those who are interviewing for internships or other temporary placements
  - 2.3. When conducting hires of youth workers, such as Pages; and
  - 2.4. When filling a temporary acting or Interim position.
3. The hiring panel shall prepare interview questions, reference questions, other screening requirements and evaluation systems for each phase of the screening prior to conducting interviews.
4. The hiring panel will generally also be the interview panel though no one may sit on an interview panel if they have a Conflict of Interest with any applicant. If a Conflict of Interest such as Nepotism is present, the CEO should inform the Board of the procedures followed in order to conduct a fair interview process.
5. Applicants shall be ranked according to their qualifications and ability to complete the job description. People with disabilities shall not be ranked differently merely because they have a disability. An applicant who has a disability may request accommodation for the interview.

#### **ADM.2018.26.4 Reference and Other Checks**

1. Reference calls or letters of reference will be included in screening all non-youth positions. Youth positions, such as Pages are understood to be a first employment opportunity, and therefore exempt from the provision of an employment reference.
2. References will be conducted only for candidates who are under further consideration following interviews and other screening processes. References must include three professional references, preferably one of which who has held a supervisory relationship to the candidate during the year immediately preceding the interview.
3. Applicants shall be made aware that employment is conditional on evidence of submission of a request for a Criminal Records Check with Vulnerable Sector Search. The BMPL will provide a letter to the candidate to facilitate completion of the CRC and VSS.

#### **ADM.2018.26.5 Internal Candidates**

1. When a suitable candidate is not identified through the posting and/or interview processes, the CEO may appoint an internal candidate who does not meet the requirements in order to promote employee growth.

2. Candidates who do not meet the posted requirements and who are hired according to the previous clause, will not be hired at the Grade posted, and may be hired on a term basis until such time as the candidate has met the minimum qualifications of the position, or the term has expired.
3. If successful in the application, the employee is identified as transferring positions and retains the original anniversary date of hire and seniority from the original position.
4. If the position is a:
  - 4.1. A move from part-time to full-time, no probationary term is required;
  - 4.2. New position, different in title or job description, the employee is subject to all probationary stipulations including evaluation in order to move from probation to permanent employment.

#### **ADM.2018.26.6 Unpaid Workers**

1. Posting of unpaid opportunities may be limited to the BMPL website and social media, and may be targeted to specific institutions and organizations such as secondary and post-secondary institutions.
2. Volunteers are required to complete a Volunteer Application. Co-Operative Education Students, post-secondary interns, and placements may submit a resume or be placed by their organization (e.g. school, justice program).
3. The CEO may delegate to another employee the interview of unpaid workers.
4. A Criminal Records Check may be required for unpaid workers. (See HR 7.2).

#### **ADM.2018.26.7 Employment of Family**

On occasion, the BMPL may hire individuals related to employees or members of the Board. It is permissible for more than one member of an immediate family, or for relatives of Board members, to be employed with BMPL under the following conditions:

1. Individuals cannot participate in the recruitment, promotion, selection or evaluation processes where a candidate or employee is a member of one's immediate family.
2. Members of an immediate family shall not be placed in a supervisory/subordinate relationship.

#### **ADM.2018.26.8 Confirmation of Employment**

1. A successful candidate shall receive a letter of offer from the CEO stating confirmation of employment, position, compensation, starting date and other specific terms of employment subject to the candidate submitting:
  - 1.1. A letter of acceptance addressed to the CEO;
  - 1.2. A Criminal Records Check with Vulnerable Sector Search;
2. A signed Oath of Confidentiality and Code of Conduct.
3. Any employee who requires or requests an Accommodation Plan shall have a plan developed by the CEO. This may occur at any point during their employment, and shall be updated as legislation is published or if circumstances, responsibilities, or position change.
4. The Board shall be informed by the CEO of appointments.
5. Records for successful applicants not selected for immediate hire may be held confidentially for a period of one year. An offer of employment may be extended to such a candidate without conducting another hiring process:

- 5.1. Should the identified candidate reject the offer of employment, or
- 5.2. If a position for which the candidate would be suitable becomes vacant within one year of the conclusion of the hiring process.

#### **ADM.2018.26.9 Probation**

1. All newly hired full-time employees and part-time employees with a regular schedule of work between 20 and 24 hours per week shall be on probation for a period of three (3) months. Any employee working less than twenty hours per week will be on probation until such time as they have completed 260 hours.
2. At the end of this period, the Supervisor, with input from the CEO, shall complete an evaluation of the employee.
3. Following a successful evaluation, the employee shall be moved from probationary status and confirmed as permanent, or in the case of term employees, confirmed to the status described within the contract. Failure to complete an evaluation within two weeks of the end of the probationary period is deemed to be a successful evaluation.
4. With the approval of the CEO, an employee whose evaluation is deemed unsuccessful may be kept on probation through the sixth (6th) month of employment, if the supervisor feels that there is the potential for improvement. In this case a detailed work plan with expectations approved by the CEO must be designed, and agreed upon and signed by both the employee and the supervisor. Where the supervisor and/or CEO feel that improvement is unlikely to occur, employee shall be terminated.

#### **ADM.2018.26.10 Holding of Multiple Positions**

1. Employees may hold more than one (1) part-time position, provided that the combination of such positions does not result in more than 35 hours per week.
2. Employees may not hold multiple regular part-time positions for more than one year where the employee is not in receipt of full-time benefits, unless one or more of the positions are either grant-driven or constitute a short-term contract, neither of which qualify for full-time benefits.
3. Where a full-time employee holds two or more part-time positions hired at different salary grades, the hours may qualify the individual for full-time benefits. However, each position will be calculated and recorded separately to ensure appropriate accounting.

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## POL-ADM.2018.27 Title: *Employment Records*



<b>Type:</b>	Human Resources
<b>Authority:</b>	Board
<b>Resolution No:</b>	BMPL 2018-77 on 4-19-18; POL-ADM.2018.27
<b>Associated Documents:</b>	<ul style="list-style-type: none"><li>• Ontario Employment Standards Act, SO 2000, c.41 Part 1</li><li>• Ontario Health and Safety Act, RSO 1990, c.O.1</li><li>• Accessibility for Ontarians with Disabilities Act, SO 2005, c.11</li><li>• Municipal Conflict of Interest Act, RSO 1990, c.M.50</li><li>• Municipal Freedom of Information and Protection of Privacy Act, RSO. 1990, cM.56</li></ul>

### Legal Framework

1. Employment Standards Act, S.O. 2000 and subsequent Acts.  
The Blue Mountains Public Library shall set procedures for maintaining Employee Records which meets the current version of the Employment Standards Act. It is the CEO's responsibility to maintain comprehensive Employment Records of each employee during and following their employment.
2. Municipal Freedom of Information and Protection of Privacy Act, RSO. 1990, cM.56  
The BMPL and the CEO are bound by confidentiality pertaining to the employment and conditions of employment of employees. As outlined by MFIPPA, no information may be shared from an employee file without written permission of the employee, or as authorized under an order of the court.

### ADM.2018.27.1 Employment Records

1. Employment records may be physical, electronic, or a combination thereof. An employer shall maintain the following information with respect to each employee:
  - 1.1. Copy of contract, if any;
  - 1.2. Name and address;
  - 1.3. Date of birth;
  - 1.4. The date on which employment begins and ends;
  - 1.5. The regular number of hours worked in each day or each week;
  - 1.6. A copy of each written statement provided to the employee;
  - 1.7. Resume, cover letter and other application materials;
  - 1.8. Job description (signed);
  - 1.9. Letter of Offer;
  - 1.10. Employee Data Form (updated annually);
  - 1.11. At least one (1) copy of a Government-issued identification (e.g. Driver's License);



- 1.12. Copy of current CPR Certification;
- 1.13. Original signed copy of all performance evaluations;
- 1.14. Original signed copy of all disciplinary actions and evidence pertaining to same if applicable and notes;
- 1.15. Copies of all current payroll advancements;
- 1.16. Record of qualifications;
- 1.17. Education Plan with noted interest in opportunities for growth, as well as any contracts for educational attainment or support;
- 1.18. Record of additional education and/or training conducted during the employment;
- 1.19. Current Annual Leave (vacation) and Sick Leave credits/usage;
- 1.20. Accommodation and/or Emergency Plans, if applicable; and
- 1.21. Record of Employment after termination, resignation or end of contracted employment.
2. It is the responsibility of the employee to notify the CEO of any change in personal information, such as address, phone numbers; email address, person(s) to be notified in case of emergency, and if receiving benefits, dependents, beneficiaries and marital status.
3. Employees shall be informed of documents added to or deleted from their files.
4. The CEO's personnel file is kept in the locked Board cabinet. Access is restricted to the Board Chairperson and the CEO through the Chair.

#### **ADM.2018.27.2 Retention of Records**

The BMPL shall retain, or arrange for some other agent to retain, the records required under this section for a minimum of three years after the employee ceases to be employed by the employer, or three years after the employee's 18th birthday (whichever is longer). BMPL is not required to purge records and may hold them for a longer period of time.

#### **ADM.2018.27.3 Content of Vacation Records**

1. In the event of an employee retains vacation pay for paid leave, the CEO shall record the following information:
  - 1.1. The amount of vacation time that the employee earned during the current vacation entitlement year.
  - 1.2. The amount of vacation time, if any, that the employee had earned since the start of employment which was not taken before the start of the current vacation entitlement year.
  - 1.3. The amount of vacation time, if any, taken by the employee during the current vacation entitlement year.
  - 1.4. Net vacation time available to the employee.
2. The CEO shall record this information by a date that is not later than the later of,
  - 2.1. Seven days after the start of the next vacation entitlement date or the first vacation entitlement year, as the case may be; and
  - 2.2. The first pay day of the next vacation entitlement year or of the first vacation entitlement year, as the case may be.

3. The BMPL shall retain, or arrange for some other agent to retain, each such Vacation Record for three years.

#### **ADM.2018.27.4 Access to Employment Record**

1. Employees may review their employment records with the CEO upon request.
2. The BMPL shall ensure that all of the records and documents required to be retained under this statement are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another agent to retain them.

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## POL-ADM.2018.28 Title: *Payment of Wages*



<b>Type:</b>	Human Resources
<b>Authority:</b>	Board
<b>Resolution No:</b>	BMPL 2018-77 on 4-19-18; POL-ADM.2018.28
<b>Associated Documents:</b>	<ul style="list-style-type: none"><li>• Employment Standards Act, S.O. 2000 Part 1</li><li>• Ontario Health and Safety Act, RSO 1990, c.O.1</li></ul>

### Legal Framework

The BMPL is subject to the Employment Standards Act, S.O. 2000 and all subsequent versions of the Act. The Act clearly defines the amount and methods by which wages will be calculated, deductions will be made, as well as how the records will be retained and provided to the Employee.

#### ADM.2018.28.1 Payment of Wages

1. The employer shall establish a recurring pay period and a recurring pay day, and shall pay all wages earned during each pay period, other than accrued vacation pay, no later than the pay day for that period.
  - 1.1. The CEO, or designated payroll officer/department, is responsible for processing all salary and remuneration on a bi-weekly schedule.
  - 1.2. The weekly schedule opens on a Monday and closes on a Sunday. Employees are required to complete a timesheet daily, and to submit their timesheet on a bi-weekly basis to their direct supervisor for review and approval, and to the CEO for processing. It is the responsibility of the employee to ensure the CEO has received the timesheet by the deadline in order to have remuneration made according to the schedule.
  - 1.3. The CEO will process all timesheets and remuneration requests on alternate Fridays, and will submit approved records to payroll for payment.
  - 1.4. Any hours scheduled for the immediately following Saturday and Sunday will be identified as worked, and will be reviewed for accuracy no later Monday morning. Any discrepancies will be addressed immediately and the payroll will be amended accordingly.
  - 1.5. All payroll will be released as an electronic funds transfer (EFT) no later than Thursday at 4:00pm and only in the name of the employee.

#### ADM.2018.28.2 Statement of Wages

1. On or before an employee's pay day, BMPL shall e-mail the written statement of wages to the employee setting out:
  - 1.1. The pay period for which the wages are being paid;
  - 1.2. The wage rate;
  - 1.3. The gross amount of wages, and how that amount was calculated;
  - 1.4. The amount and purpose of each deduction from wages;
  - 1.5. The net amount of wages being paid to the employee.
2. BMPL may not charge for any personal printing of the Statement of Wages.

### **ADM.2018.28.3 Upon Termination of Employment**

1. Upon termination of employment, the employer shall pay any wages to which the employee is entitled no later than the day that would have been the employee's next regular pay day.
2. Should the employee not return property of the BMPL prior to that date, the employer may withhold the release of funds pending the return of the employer's property (e.g. keys, cell phones, laptops or technology) providing the Employee and Employer have completed a signed statement including:
  - 2.1. The item(s) not returned;
  - 2.2. The amount to be deducted in lieu of return;
  - 2.3. The date or pay period when the amount will be deducted (e.g. final pay period).
3. On or before the day on which the employer is required to pay wages, the employer shall provide the employee with a written statement setting out:
  - 3.1. The gross amount of any termination pay being paid to the employee;
  - 3.2. The gross amount of any vacation pay being paid to the employee;
  - 3.3. The wage rate;
  - 3.4. The gross amount of wages;
  - 3.5. The amount and purpose of each deduction from wages;
  - 3.6. The net amount of wages being paid to the employee.
4. Should the employee have additional deductions or withholdings for owed hours, advances, or pending return of BMPL property, these deductions or withholdings will be clearly spelled out with any options to expedite payment release.
5. Any payments In Lieu of Notice or Severance payments shall be made to the employee in accordance with the Termination & Severance Policy.

### **ADM.2018.28.4 Deduction of Employee Wages**

The BMPL will not withhold wages payable to an employee, nor make a deduction from an employee's wages or cause the employee to return wages, unless authorized by:

1. Statute or court order: BMPL may withhold or make a deduction from an employee's wages if authorized by a court order or by provincial or federal statute.
2. The Employee: BMPL may withhold or make a deduction from an employee's wages with the employee's written authorization.

### **ADM.2018.28.5 Priority of Claims**

1. Despite any other Act, wages shall have priority over and be paid before the claims and rights of all other unsecured creditors of an employer, to the extent of \$10,000 per employee.
2. Exception: Subsection (1.1) above does not apply with respect to a distribution made under the *Bankruptcy and Insolvency Act* (Canada), or other legislation enacted by the Parliament of Canada respecting bankruptcy or insolvency.

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**POL-ADM.2018.29 Title: *Qualifications & Requirements for Employment***



**Type:** Human Resources

**Authority:** Board

**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.29

**Associated Documents:**

**Purpose**

The Blue Mountains Public Library shall set procedures for determining qualification and requirements for employment. The CEO will determine employment training and screening which shall be required in order to improve the productivity and capacity of employees, as well as improve services to and safety of users and assets.

**ADM.2018.29.1 First Aid**

1. All full-time and key-holding employees are required to hold current certifications in First Aid, CPR and AED from an accredited provider such as Canadian Red Cross or St. John's Ambulance. Proof of certification is required for continuation of employment no later than nine (9) weeks into employment. This mandatory training shall be paid for by the BMPL.
2. The level of assistance offered shall be at the discretion of the employee. First Aid and CPR certification does not require that any individual who holds such certification must provide first aid or CPR. However, the Good Samaritan Act, 2001 protects individuals (and employees) who come to the assistance of a person in need, regardless of the level of assistance provided or the outcome:
  - 2.1. Providing the minimum of emergency service requested is made by contacting a 911 operator.
3. All employees are required, at a minimum, to contact 911 and remain with the injured party until emergency services arrive.

**ADM.2018.29.2 Criminal Records Check with Vulnerable Sector Search**

1. All employees shall submit a Criminal Records Check with Vulnerable Sector Search prior to the first day worked.
2. BMPL will provide the letter verifying the offer of employment required by the police to conduct the records checks.
3. On each anniversary of the commencement of employment, all employees will be required to sign an Annual Offence Declaration listing any convictions for offences under the Criminal Records Act for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted. This declaration shall also include any new convictions that have occurred.
4. Volunteers and contract employees may be requested to complete the CRC with or without the Vulnerable Sector Search as a condition of employment.
  - 4.1. This will be at the discretion of the CEO, and will be based upon the intended number of hours, the level and kind of community contact, and the level of direct supervision by another employee or the CEO that the volunteer(s) or contract employee(s) shall have.
  - 4.2. Court or Case Worker ordered volunteers may be required to provide a letter stating that required volunteerism has been ordered for a reason other than violent crime, in lieu of a CRC.

- 4.3. Individuals who will have certain authorities within the BMPL, such as access to the OPAC, front line or programming roles are required to complete the CRC; while volunteers, youth staff or contract employees who do not have such interaction with the vulnerable sector or privacy protected content may not have this requirement.
- 4.4. A CRC shall not be accepted if it is not an original, with seal available or if date of submission to BMPL is more than six (6) months from date of issue.
5. Should the employee request, the CEO may view the original, authorizing its validity, and make a copy of the records, returning the original to the employee. In this case, the BMPL will not provide reimbursement for any CRC and/or Vulnerable Sector Search expenses.
6. An employee may be requested to re-submit updated CRC as often as every three years or by CEO request.
7. These confidential records shall be kept on file, separate from the Employment File.
8. A CRC shall be shredded:
  - 8.1. Once an updated CRC is in place.
  - 8.2. Within one year of resignation or end of contract, unless:
    - 8.2.1. The employee was terminated for Just Cause; or
    - 8.2.2. Is involved in legal proceedings against the BMPL.

### **ADM.2018.29.3 Professional Development and Training**

1. The BMPL shall support the on-going education and training of all permanent employees through their participation at conferences, workshops and courses with designated funding in the annual budget.
2. All decisions will be based on the applicability of the education and/or training to the achievement of the Board's Strategic Plan, and the Annual Work Plan. The CEO shall take into account the employee's experience and job description, budgetary limitations, succession needs, and the employee's annual staff development goals which are set with employee input.
  - 2.1. Full-time and salaried employees shall receive priority in funding. Prior attendance shall be taken into consideration to ensure that all staff can access appropriate learning opportunities.
3. All applications for education and training opportunities should be discussed with the CEO prior to registration. Costs will not be considered if attendance is not approved by the CEO in advance.
4. In order to be reimbursed for expenses, employees must submit original itemized receipts.
5. Employees may, on occasion, be required to participate in training or in-service education opportunities in order to ensure they are current with leading edge library, museum, and gallery practices. Employees shall be compensated for attendance at such training or education at their regular hourly rate of pay, with consideration made for travel time.
  - 5.1. Ongoing training and education may include in-service training on technology, Readers' Advisory, reference requests, cataloguing, customer service delivery, supervision and management, health and safety, and other best practice needs of the BMPL.
  - 5.2. Ongoing Museum training may also include preservation and conservation, developing exhibits, achieving museum standards, and other seminars, or conferences.
6. In the Case of the Curator Training Program, the CEO shall ensure:

- 6.1. The Curator and/or staff responsible for the museum and its collections have appropriate professional training to carry out the activities of the museum mandate, preservation and conservation and to enable the BMPL to achieve and maintain the Museum Standards.
- 6.2. The Curator and/or staff are provided with information on health and safety hazards in the workplace specific to maintenance of artefacts and materials under the museum's care, and that staff are trained in the management or mitigation of related hazards;
- 6.3. That staff are familiar with and adhere to a museological code of ethics (See Appendix)
7. Any employee who is interested in a specific job-related training or education session, workshop or conference must submit a written request three (3) months in advance. Shorter periods for such requests may be entertained based on availability of funds and scheduling implications. The training and/or education must complement the annual Work Plan of the BMPL and be appropriate to the position, or in keeping with the Library's projected succession needs. Following attendance, a report stating the benefits to the employee and/or to the BMPL may be requested. Sharing of the report at a staff meeting may also be requested by the CEO.
8. All applications for education and training opportunities should be discussed with the CEO prior to registration. Costs will not be reimbursed if attendance is not approved by the CEO in advance.
9. In order to be reimbursed for expenses, employees must submit original itemized receipts. Travel allowances will be paid at Ontario Treasury Board rates.
10. In the case of the CEO Training Program:
  - 10.1. The Board may direct specific education and training for the CEO to pursue.
  - 10.2. The CEO may participate in formal training, seminars, and conferences or seek the professional guidance of experts as mentors in various fields where job shadowing may occur.
11. In the Case of the Curator Training Program, the CEO shall ensure:
  - 11.1. The Curator and/or staff responsible for the museum and its collections have appropriate professional training to carry out the activities of the museum mandate, preservation and conservation and to enable the BMPL to achieve and maintain the Museum Standards.
  - 11.2. The Curator and/or staff are provided with information on health and safety hazards in the workplace specific to maintenance of artefacts and materials under the museum's care, and that staff are trained in the management or mitigation of related hazards;
  - 11.3. That staff are familiar with and adhere to a museological code of ethics.
12. The Board shall set aside a budget for training of the CEO, Curator, senior staff and employees.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

**POL-ADM.2018.30** Title: *Responsibilities of the Employee/Employer Relationship*



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.30  
**Associated Documents:**

**Purpose**

The Blue Mountains Public Library sets the responsibilities of employees to the employer, and of the employer to the employee. These responsibilities shall be clear and promoted in a manner such that each party fully understands the expectations.

**Scope**

This policy refers to all class of Personnel including employees as identified in HR 1 General.

**ADM.2018.30.1 Attendance**

1. Personnel shall:
  - 1.1. Attend work regularly and on time;
  - 1.2. Dress professionally at all times. If they are unsure of professional attire they should speak with their direct supervisor;
  - 1.3. Give a minimum two (2) weeks notice for vacation or holiday requests; and
  - 1.4. In the event of sick leave, phone the supervisor at home by 8:00am for morning shifts, and at the Library by 11:00am for afternoon and evening shifts.
  - 1.5. The Blue Mountains Public Library and CEO shall make available a schedule of the month with a minimum of two (2) weeks' notice of scheduling.

**ADM.2018.30.2 Resignation**

1. Personnel shall:
  - 1.1. Give at least two (2) weeks written notice of resignation;
  - 1.2. Return all property to the BMPL, including access codes, technology, and keys;
  - 1.3. Reimburse any amounts owed to the employer, if any, within the next pay period.
2. The Blue Mountains Public Library and CEO shall:
  - 2.1. Pay the employee accrued lieu time, accrued annual leave time, or outstanding unpaid wages for time worked.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_



**POL-ADM.2018.31 Title: *Hours of Work and Eating Periods***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-152 on 7-19-18;  
POL-ADM.2018.31  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part VII

**Legal Framework**

The Blue Mountains Public Library shall set procedures for hours of work and break periods which meets the Employment Standards Act, S.O. 2000 and subsequent Acts, and is predictable and equitable to all employees.

**ADM.2018.31.1 Description of Job Class and Hours of Work**

1. Permanent positions may be salary, full-time or part-time.
2. Full time employees are those who are scheduled between 24 hours and 35 hours per week.
3. Part-time employees are those who normally work less than 24 hours in a week.
4. Casual employees are those who are not regularly scheduled and who have been hired to work on an as-needed basis only.
5. Contract employees are those who work full or part-time for up to one year, or are under a specific grant or apprenticeship; and are not considered regular or permanent in their position.
6. Acting employees are those who are designated to fulfill the responsibilities of a position with a higher classification for a set period.
7. All employees shall work a variety of hours including evenings and weekends.
8. A short or compressed work week, or any flexible arrangements, requested by an employee may be granted at the discretion of the CEO, subject to the operating needs of BMPL.

**ADM.2018.31.2 Limit on Hours of Work**

1. BMPL shall not require or permit an employee to work more than:
  - 1.1. Eight hours in a day or, if the employer establishes a regular work day of more than eight hours for the employee, the number of hours in the contracted regular work day; and
  - 1.2. 44 hours over a 7 day period.
2. Exceptional circumstances: BMPL may require an employee to work more than the maximum number of hours permitted:
  1. If necessary to avoid serious interference with the ordinary operations of the BMPL:
  2. To deal with an emergency.
  3. If an unforeseen event occurs, in order to ensure the continued delivery of essential public services.

### **ADM.2018.31.3 Eating Periods**

1. BMPL shall give an employee an unpaid eating period of at least 30 minutes for every working period more than five hours.
2. Lunch and breaks may not be used to leave a shift early with or without pay.

### **ADM.2018.31.4 Hours Free from Work**

BMPL shall schedule an employee for a period free from the performance of work equal to:

1. At least 11 consecutive hours in every day
2. At least 24 consecutive hours in every work week; or
3. At least 48 consecutive hours in every period of two consecutive work weeks.

### **ADM.2018.31.5 Posting of Schedules**

1. Schedules shall be prepared and posted a minimum of two weeks in advance of being worked.
2. The CEO reserves the right to change an employee's schedule with four (4) days notice for the purposes of meeting operating needs.
3. Requests for shift changes will be accommodated wherever possible. However, such requests cannot be guaranteed and must be approved by the direct supervisor or CEO. The employee is encouraged to give notice prior to schedule posting in order to receive approval for requested days off. See HR 13: Vacation with and Without Pay

Original Approval: 4-19-18

Amended On: 7-19-18

## **POL-ADM.2018.32 Title: *Overtime Wages & Working on Holidays***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.32  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part VIII

### **Legal Framework**

The Blue Mountains Public Library shall set procedures for overtime and holiday wages paid to employees which meets the Employment Standards Act, S.O. 2000 and subsequent Acts, and is predictable and equitable to all employees. It is the practice of the administration not to schedule staff for more than full-time hours, as well as to have enough employees not to require overtime hours.

#### **ADM.2018.32.1 Overtime and Time Off in Lieu of Overtime**

1. Overtime begins after working 44 hours in a single work week, regardless of whether the employee is full-time, part-time, student or casual. BMPL shall not normally schedule employees for overtime. Any overtime hours must be pre-approved by the CEO, and include an Overtime Request form to be signed by both the CEO and employee.
2. Overtime pay is calculated at one and one-half times the regular rate for each hour of work in excess of 44 hours in each work week.
3. The employee may be compensated for overtime hours by receiving pay or time off work (time off in lieu). Time off in lieu of pay must be taken prior to the end of the next regular pay period.
4. If the employment of an employee ends before the paid time off is taken, the employer shall pay the employee overtime pay for the overtime hours that were accrued with the final pay.

#### **ADM.2018.32.2 Exemptions for Overtime or In Lieu Wages**

1. Regular employees who are also adult students may bank additional hours beyond their regularly scheduled week for time off in lieu of pay to offset extraordinary student requirements, providing:
  - 1.1. The semester schedule has been pre-approved by the CEO, and that such lieu time offset is agreed to in writing by the CEO and student.
  - 1.2. The student does not work more than 44 hours in any given week.
  - 1.3. All lieu time is pre-approved by the CEO and paid at regular hourly wages.
  - 1.4. All lieu time is used within the semester, and does not cross over a fiscal period.
2. Professional Development Training which exceeds eight (8) or more hours, including travel time, shall be considered one day's work, regardless of number of sessions, social activities, or duration of activities.

### **ADM.2018.32.3 Working on Holidays**

1. An employee may take a substitute day for a Holiday, on pre-approval of the CEO, when they are required to work the Holiday or when the holiday falls on a day which the employee is not regularly scheduled.
2. The substitute day will be at regular hours, and is not considered overtime or premium rate.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

**POL-ADM.2018.33 Title: *Job Classification and Salary Scales***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.33  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part IX

**Policy Statement**

It is a priority of the BMPL to attract and retain well-qualified employees, and to compensate all employees at a level which reflects their education and experience and which is consistent with geographic and professional norms of the skills employed. Accordingly, the Board has elected to align its salary scales with those of the Town of the Blue Mountains and shall update such scales when the Town increases or updates its scales.

**ADM.2018.33.1 Minimum Wage**

1. BMPL shall pay all employees no less than the Ontario Minimum Wage.
2. BMPL shall abide by all legislated increases to the minimum wage.
3. Any increase in the minimum wage will apply to any employee where the new minimum wage surpasses their current hourly wage.

**ADM.2018.33.2 Salary Grid**

1. The salary of the CEO is set by the Board and is consistent with municipal department heads.
2. For all subordinate positions, the CEO determines which job classification a position meets and sets wages according to the grade schedule. The rate of pay is for the job performed, not for qualifications of the employee. (e.g. An MLIS may be hired as a Library Assistant).
3. When an employee assumes increased responsibility or new duties, the job description will be revised and compensation will be provided according to the revised job classification.
4. Where an employee is appointed in an Acting capacity:
  - 4.1. The employee shall receive the minimum rate of pay established for the position in which the individual is acting; or
  - 4.2. Shall receive a rate of pay at the minimum, but less than the maximum for the position being filled, or a rate of pay at least five percent higher than the employee's present rate of pay.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

## **POL-ADM.2018.34 Title: *Public Holidays***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-200 on 10-25-18; POL-ADM.2018.34  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part X

### **Policy Statement**

The Blue Mountains Public Library shall balance the needs of community service with the need for staff to have holiday time. The CEO shall adhere to the Employment Standards Act, S.O. 2000 and subsequent Acts pertaining to remuneration and closures for public holidays.

#### **ADM.2018.34.1 Public Holidays (Statutory)**

1. An employee's public holiday pay for a given public holiday shall be equal to the total amount of regular wages earned and vacation pay payable to the employee in the previous pay period divided by the number of days worked. However, the employee has no entitlement:
  - 1.1. Where a holiday falls in the first pay period of a new employee, in which case, the hours worked prior to the holiday will be divided by the number of days which were worked prior to the holiday.
  - 1.2. If, without reasonable cause, the employee does not work on the last regularly scheduled day of work before the public holiday, or all of the first regularly scheduled day of work after the public holiday.
2. When an employee's regular day off falls on a statutory or recognized holiday the employee shall be entitled to a day off in lieu of the holiday. This substitution day should be taken prior to the end of the next pay period unless otherwise approved by the CEO.

#### **ADM.2018.34.2 BMPL Board Designated Holidays**

1. Board Designated Holidays are those which are designated by the BMPL Board for which the library, museum or gallery is closed to the public; and are not necessarily the Public (Statutory) Holidays according to the ESA.
2. Only employees whose regularly scheduled hours of work would normally fall on a BMPL Designated Holiday closure will be paid for those hours at their regular rate of pay.
3. The Board shall review Board Designated Holidays a minimum of once in each fiscal year at the November Board Meeting. Additions to, or removal of any Board Designated Holidays shall be made known to employees following this Board Meeting.

#### **ADM.2018.34.3 Holiday Closure Schedule**

1. The library, museum and gallery shall close for the following nine Ontario public holidays:
  - 1.1. New Year's Day (P.H.)
  - 1.2. Family Day (P.H.)
  - 1.3. Good Friday (P.H.)
  - 1.4. Victoria Day (P.H.)

- 1.5. Canada Day (P.H.)
- 1.6. Labour Day (P.H.)
- 1.7. Thanksgiving Monday (P.H.)
- 1.8. Christmas Day (P.H.)
- 1.9. Boxing Day (P.H.)
2. The library, museum and gallery shall close for the following Board Designated holidays.
  - 2.1. New Year's Eve at 5:00pm (B.D.H.)
  - 2.2. Easter Sunday (B.D.H.)
  - 2.3. Easter Monday (B.D.H.)
  - 2.4. Civic Holiday (B.D.H.)
  - 2.5. Remembrance Day (B.D.H.)
  - 2.6. Christmas Eve at 2:00pm (B.D.H.)

Original Approval: 4-19-18  
Amended On: 10-25-18

**POL-ADM.2018.35 Title: *Vacation with Pay***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.35  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part XI

**Legal Framework**

The Blue Mountains Public Library shall set vacation with pay procedures which meet the Employment Standards Act, S.O. 2000 and subsequent Acts, and is predictable and equitable to all employees. The Library respects the need for employees to have time off from work and to be able to plan such time in advance. Although the Library is the employer, the Board will align its vacation with pay procedure to that of the Town for payroll contracting purposes.

**ADM.2018.35.1 Vacation Entitlement Calculation**

1. Vacation entitlement shall be calculated from January 1- December 31 each year and will have a stub (prorated) year for any employment beginning after January 1<sup>st</sup>.
2. Vacation is a remuneration entitlement calculated within wages, but is not part of the rate of pay. As such, vacation allowances follow two distinct scales, a full-time employee scale and a part-time scale.
  - 2.1. BMPL shall provide full-time employees with no less than two (2) weeks vacation leave after each vacation entitlement year. An entitlement year is calculated from the point where an employee began retaining vacation benefits.
  - 2.2. BMPL shall provide part-time and casual employees with no less than 4% vacation pay included with each pay.
  - 2.3. Vacation allowances shall be reviewed from time to time by the Board, and shall be re-evaluated and adjusted accordingly any time TBM changes its vacation allowances.
  - 2.4. Vacation Leave shall be distributed to full-time and part-time employees according to the standard schedule below.

Full-Time Entitlements			Part-Time Entitlements
Continuous Years of Employment	Rate of Leave	Additional Days	Part Time Leave
First Year of Employment	Prorated 2 weeks	--	4% of Quarterly Hours
1 <sup>st</sup> Full Year	2 weeks	--	4% of Quarterly Hours
2 <sup>nd</sup> Full Year	2 weeks	--	4% of Quarterly Hours
3 <sup>rd</sup> Full Year	3 weeks	--	4% of Quarterly Hours



4 <sup>th</sup> Full Year	3 weeks	--	4% of Quarterly Hours
5 <sup>th</sup> Full Year	3 weeks	+1 day	4% of Quarterly Hours
Year 6	3 weeks	+2 days	6% of Quarterly Hours
Year 7	3 weeks	+3 days	6% of Quarterly Hours
Year 8	3 weeks	+4 days	6% of Quarterly Hours
Year 9	4 weeks	--	6% of Quarterly Hours
Year 10	4 weeks	--	6% of Quarterly Hours
Year 11	4 weeks	+1 day	6% of Quarterly Hours
Year 12	4 weeks	+2 days	6% of Quarterly Hours
Year 13	4 weeks	+3 days	6% of Quarterly Hours
Year 14	4 weeks	+4 days	6% of Quarterly Hours
Year 15	5 weeks	--	6% of Quarterly Hours
Year 16	5 weeks	--	6% of Quarterly Hours
Year 17	5 weeks	+1 day	6% of Quarterly Hours
Year 18	5 weeks	+2 days	6% of Quarterly Hours
Year 19	5 weeks	+3 days	6% of Quarterly Hours
Year 20	5 weeks	+ 4 days	6% of Quarterly Hours
Year 21	6 weeks	--	6% of Quarterly Hours

Year 25	One Bonus Week Non-Accumulative	--	6% of Quarterly Hours
Year 30	One Bonus Week Non-Accumulative	--	6% of Quarterly Hours

4. Both active employment and inactive employment shall be included in calculating entitlements.
5. BMPL shall calculate the ratio between the stub period and 12 months for all employees eligible for vacation leave.

**ADM.2018.35.2 Right to Vacation**

1. All employees must give a minimum of two (2) weeks notice in writing of intention to take vacation (paid or unpaid) to the CEO.
2. BMPL has the right to deny vacation leave if:
  - 2.1. It is requested within two-weeks of the date;
  - 2.2. It is requested after October 31<sup>st</sup> for that fiscal year;
  - 2.3. Other employees have already requested and been granted leave for the same period; or
  - 2.4. The request is at a peak time of service.
3. A maximum of one-quarter (¼) of an employee’s vacation may be carried forward in any year subject to the CEO’s approval. Vacation accumulations shall never exceed one year plus one-quarter.
4. Vacation shall never be taken in periods of less than one-half (½) day.
5. Where one or more than one Public or Board Designated Holidays occur during the vacation period, the entitlement calculation will not include the holiday.
6. Regularly scheduled days off are not included in calculating vacation leave.
7. Any contractual obligations shall override this schedule, providing they meet or exceed the clauses herein.

**ADM.2018.35.3 Vacation Pay**

1. Part-time employees shall have their vacation pay added to each regular pay cheque.
2. Employees who have accrued vacation entitlements and are taking paid vacation time shall receive vacation pay according to the regular pay-period cycle.
3. If employment ends at a time when vacation pay has accrued, BMPL shall pay the vacation pay in the regular pay-period cycle.

**ADM.2018.35.4 Vacation Statements**

1. Remuneration receipts provided to employees with each pay cheque shall identify:
  - 1.1. The amount of vacation earned in the pay period and in Year to Date;
  - 1.2. The amount of vacation paid in the pay period and in Year to Date; and
  - 1.3. The vacation entitlements separate from regular wages.

2. At the end of a vacation entitlement year or stub period, an employee may request in writing (and is entitled to receive) a written statement that sets out the information contained in the record the employer is required to keep.
3. The statement shall be provided to the employee not later than the later of,
  - 3.1. Seven days after the employee makes the request; and
  - 3.2. The first pay day after the employee makes the request.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

**POL-ADM.2018.36 Title: *Equal Pay for Equal Work***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.36  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part XII

**Legal Framework**

The Blue Mountains Public Library shall treat every employee equally, regardless of age, gender, and employment status. The CEO shall adhere to the Employment Standards Act, S.O. 2000 and subsequent Acts pertaining to providing equal pay for equal work.

**ADM.2018.36.1 Equal Pay for all Genders**

1. BMPL shall pay all employees, regardless of gender, at the same rate of pay for work that:
  - 1.1. Is substantially the same,
  - 1.2. Requires the same skill, effort and responsibility, and
  - 1.3. Is performed under similar working conditions in the same establishment
2. A difference in the rate of pay can occur based on:
  - 2.1. Seniority/years of service;
  - 2.2. A merit system; or
  - 2.3. A system that measures the quantity or quality of work produced
  - 2.4. Any other factor not based on gender.

**ADM.2018.36.2 Equal Pay for Employment Status**

1. BMPL shall pay all employees, regardless of full or part-time status, at the same rate of pay for work that:
  - 1.1. Is substantially the same,
  - 1.2. Requires the same skill, effort and responsibility, and
  - 1.3. Is performed under similar working conditions in the same establishment
2. A difference in the rate of pay can occur based on:
  - 2.1. Seniority/years of service;
  - 2.2. A merit system;
  - 2.3. A system that measures the quantity or quality of work produced; or
  - 2.4. Any other factor not based on employment status.

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Amended On: \_\_\_\_\_

## **POL-ADM.2018.37 Title: *Benefit Plans***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.37  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part XII

### **Policy Statement**

The Blue Mountains Public Library, the employer, shall participate in the Town of the Blue Mountains benefit package for all qualifying employees.

#### **ADM.2018.37.1 Entitlement**

1. Entitlement to benefits shall be determined by the provider and not BMPL.
2. The BMPL employee may seek information directly from the Benefits Officer employed by TBM, who is responsible for overseeing employment benefits on behalf of the BMPL. TBM has no other payroll or human resource authority. BMPL employees should refer to the CEO for all other matters.
3. Except as prescribed under the Employment Standards Act, the BMPL, or agent acting on behalf of the BMPL, shall provide, offer or arrange for a benefit plan that treats all of the following equally and does not differentiate differently because of the age, sex or marital status of employees:
  - 3.1. Employees
  - 3.2. Beneficiaries
  - 3.3. Survivors
  - 3.4. Dependents.

#### **ADM.2018.37.2 Workplace Safety & Insurance Board**

This benefit is mandatory for all employees and is an employer-paid premium. WSIB may provide compensation benefits to employees injured in the workplace. WSIB information may be found at [www.wsib.on.ca](http://www.wsib.on.ca).

#### **ADM.2018.37.3 Canada Employment Insurance Premium**

1. This benefit is mandatory for all employees. Both employee and employer contributions are mandatory. All deductions and contributions are reported on the employee's pay stub and on their T4 summary.
2. Eligibility for EI is not set by the BMPL. No guarantee of benefit compensation may be made by the any employer. EI Rules may be found at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca).

#### **ADM.2018.37.4 Canada Pension Plan (CPP)**

1. This benefit is mandatory for all employees who are 18 years of age and older. Both employee and employer contributions are mandatory. All deductions and contributions shall be reported on the employee's pay stub and on their T4 summary.
2. CPP Rules can be found at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca).

#### **ADM.2018.37.5 Pension Plan**

1. The Registered Pension Plan follows TBM policy including date of commencement and contribution options for employees who qualify.
2. This plan is available for full-time permanent employees. Full-time non-permanent employees and part-time employee qualification is determined by the Benefits Officer based on years of employment and quantity of hours worked.
3. This benefit is not available for short-term or grant position employees, regardless of full-time hours of work or duration of contract. The benefit is not available for casual employees whose regular hours of work are less than 24 hours per week.
4. Employees may choose to have additional deductions for pension contributions which are unmatched by the employer. This may be started or ended at any point during the employment with notice given in writing to the Benefit Officer, if the service is contracted out by the Board.
5. Pension information may be found on TBM Intranet. If the employee login does not access the intranet, speak with the CEO.

#### **ADM.2018.37.6 Extended Health**

1. The Extended Health Plan shall follow TBM policy, including date of commencement and contribution options for full-time employees. Annual contributions shall be based on the employee's annual salary at a rate specified by the provider.
2. Any full-time employee may decline the benefit package of Extended Health for themselves and/or for any qualified spouse or dependents. However, there is no additional financial package offered in place of declined benefits.
3. These benefits are tendered by TBM, and may change from time to time. Notice of any changes to provider coverage shall be made to all BMPL employees. Current coverage includes:
  - 3.1. Group Life, Dependent Life, and Accidental Death & Dismemberment Insurance;
  - 3.2. Dental Insurance, Vision Benefit and Pay Direct Drug Benefit;
  - 3.3. Short Term Disability, Long-Term Disability and Extended Health Insurance;
  - 3.4. Hospital Benefit;
  - 3.5. Supplementary Health Care Benefit;
  - 3.6. Out of Province emergency and travel assistance benefit.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

## **POL-ADM.2018.38 Title: *Leaves Requests***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.38  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part XIV

### **Policy Statement**

The Blue Mountains Public Library shall establish leaves request to further support employees in various times of need and/or life cycles. The Library shall adhere to the Employment Standards Act, S.O. 2000 and subsequent Acts pertaining to providing leaves.

### **ADM.2018.38.1 General Provisions Concerning Leaves**

1. During any leave described below, an employee continues to participate in each type of benefit plan that is related to his or her employment unless he or she elects in writing not to do so.
  - 1.1. The BMPL shall continue to make the employer's contributions for any plan participated in prior to the Leave unless the employee gives the employer a written notice that the employee does not intend to pay the employee's contributions, if any.
  - 1.2. Continuous participation in plans does not apply in respect of an employee during a Board designated leave (e.g. educational) lasting in excess of one week, in an unpaid leave, or under Reservist Leave, unless otherwise prescribed.
2. If an employee is on leave on the day by which his or her vacation must be completed, the uncompleted part of the vacation shall be completed immediately after the leave expires or, if the employer and employee agree to a later date, beginning on that later date.
3. The period of an employee's leave under this Part shall be included in calculating any of the following for the purpose of determining his or her rights under an employment contract:
  - 3.1. The length of his or her employment, whether or not it is active employment.
  - 3.2. The employee's seniority.
4. The period of an employee's leave shall not be included in determining the completion of a probationary period under an employment contract.
5. Upon the conclusion of an employee's leave, the employer shall reinstate the employee to the position the employee most recently held with the employer, if it still exists, or to a comparable position, if it does not.
6. In the case the employee is unable to return to the same level of duties, the CEO shall either:
  - 6.1. Work with the employee to create an accommodation plan, if suitable;
  - 6.2. Assist the employee to determine if an extend leave is required.
7. Despite a request to return to work early by an employee, for all Board Designated leave, the CEO has the right to reject a request to return early if a term employment has been made to fill the leave.
8. Employees of BMPL continue to earn seniority and credit for length of service and length of employment while on any leave which is job protected by the Employment Standards Act. Board Designated leaves will not be considered in years of service.

9. When an employee is returning to an equivalent role and function, BMPL shall pay a reinstated employee at a rate that is equal to the greater of the rate that the employee:
  - 9.1. Most recently earned with the employer; and
  - 9.2. Would be earning had he or she worked throughout the leave.

### **ADM.2018.38.2 Sick Leave**

1. Salaried, full-time, and part-time employees qualify for paid and unpaid sick leave:
  - 1.1. If temporarily sick, injured or disabled;
  - 1.2. If under diagnosis/treatment of a qualified physician, or related medical practitioner through a physician's referral or while receiving treatment from a dentist or optometrist;
  - 1.3. To attend out-of-town medical appointments, with previous approval from the CEO and provided that the employee's supervisor is notified at least one (1) week in advance.
2. Full-time employees shall have a total of nine (9) paid sick days available per year calculated at a rate of 0.75 days per month. Two (2) of the nine (9) may be used as Personal Emergency days and covered by job protection (see 16.3 below). Should an employee request a Domestic or Sexual Violence leave, the job protected paid days may be taken from the paid sick days.
3. Three (3) of the nine (9) paid sick days may be used as family sick days. Employees who take leaves of absence which exceed their paid family sick day allowance will be subject to one of the following options:
  - 3.1. Time may be taken as vacation day with pay if sufficient vacation time has been accrued and upon approval of the CEO.
  - 3.2. Time may be taken as leave without pay, upon approval of the CEO
  - 3.3. Work hours may be rescheduled to make up time lost, if this is in the best interests of Library operations, and upon approval of the CEO.
4. Any absence that exceeds three (3) consecutive work days may require a medical certificate. A doctor's certificate may also be required to confirm any illness when sick leaves are taken:
  - 4.1. On days immediately preceding or immediately following a statutory or recognized holiday,
  - 4.2. On a day when the BMPL Board has declared the Library closed, or
  - 4.3. Immediately following scheduled and approved vacation time.
5. Sick leave shall be recorded by the CEO.
6. Sick leave entitlements not used within the year are not accrued and carried over from year to year, and will not be paid out.

### **ADM.2018.38.3 Personal Emergency Leave (ESA)**

1. Personal emergency leave is job-protected time off work for up to 10 days per calendar year, of which a minimum of two days must be paid. This leave may be taken for personal illness, injury or medical emergency. It may also be taken for the death, illness, injury or medical emergency, or urgent matter relating to:
  - 1.1. A spouse
  - 1.2. Parent, step-parent, foster parent, child, step-child, foster child, grandparent, step- grandparent, grandchild, step grandchild of the employee or spouse of the employee



- 1.3. Spouse of a child of the employee
  - 1.4. Sibling
  - 1.5. A relative who is dependent on the employee for care or assistance;
  - 1.6. Or any member of the family who acts as such but does not meet the legal definition of clause 1.1 – 1.5.
2. In the case of full-time employees in their final year of employment who have not accrued sick time credits to the equivalent of the job protected entitlement:
    - 2.1. The employee shall be given up to two (2) paid and eight (8) unpaid days of leave;
    - 2.2. The total available sick time and emergency leave for the given year shall not exceed nine (9) days of paid leave.

#### **ADM.2018.38.4 Bereavement Leave**

1. Paid bereavement leave is Board designated and is not a requirement of the Employment Standards Act.
2. Bereavement Leave days must be taken beginning in the days immediately following the death, and cannot be accrued for later use unless otherwise approved by the CEO. Leave may be taken on any of the employee's regularly scheduled working days that occur on the three days immediately following the day of the death, unless otherwise approved by the CEO. The direct supervisor may request proof of death in order to authorize bereavement leave.
3. An employee qualifies for paid bereavement leave if:
  - 3.1. They have completed a minimum of three (3) months of continuous employment with the BMPL;
  - 3.2. The leave is due to the death of an immediate family member defined as: spouse/partner; parents/legal guardian and grandparents (and in-law); children and grandchildren (and in-law); brothers and sisters (and in-law); aunts; uncles (or those who act as such), cousins.
4. When a member of the employee's immediate family dies, the employee is entitled to:
  - 4.1. A maximum of (3) paid days in the event of death of a parent, brother, sister, grandparent or grandchild.
  - 4.2. An additional two (2) paid days will be granted in the event of the death of a spouse/partner, child or grandchild.
  - 4.3. Should travel out of town be required due to the death of a family member, an additional 2 days leave with pay shall be granted.
  - 4.4. One (1) day bereavement leave will be granted if the funeral is not for a member of the immediate family.
  - 4.5. Family members identified above include step, in-law, and those individuals who act as such.

#### **ADM.2018.38.5 Education Leave**

1. Education Leave may be granted under the HR 7.3 Professional Development and Training policy.
2. The CEO shall endeavour to schedule employees so as to accommodate for personal education and training needs.
3. In the event that examinations or other educational activities are scheduled at different times than regular classes, the employee should give a minimum of two (2) week's notice of schedule changes. If

a schedule change can be arranged, the employee shall not lose hours. However, if no schedule adjustment can be made, the employee may use banked hours (see HR 10.2) or shall receive the required time off without pay. Confirmation of scheduling conflicts may be required.

4. After five (5) years of continuous employment (or a minimum of 5,000 hours), an employee may qualify for extended leave of up to one year without pay for education and training, if approved by the CEO.
  - 4.1. Extended leave, must be requested in writing at least three (3) months prior to the anticipated start of the education program. The CEO shall consider the request and will provide a letter of response within two weeks of receipt of the request. All decisions are final.
  - 4.2. The employee must give written confirmation forty-five (45) days prior to the scheduled return to BMPL. Failure to make notification in writing forty-five (45) days prior to return may result in the loss of the position or a delay in the date upon which the employee may return to work.
  - 4.3. Although Education Leave is not protected by legislation, the employer shall make every effort to provide the same or equivalent position to the employee.

#### **ADM.2018.38.6 Worker's Compensation Leave**

1. The employer shall endeavour to reinstate the employee in accordance with all WSIB rules and regulations.
2. A position shall be held for an employee for a period of two (2) years.
3. After a period of two (2) years on Worker's Compensation Leave, the CEO may request a physician statement of ability to return to work or the inability to conduct specific work or tasks assigned.
  - 3.1. When appropriate, AODA and the duty to Accommodate shall take precedence over Workers' Compensation.
  - 3.2. All AODA compliance requirements will be addressed prior to making a determination regarding further hold or termination of an employee's position.
4. After a period of two (2) years on extended sick leave, or long term disability, the employee's position may no longer be held following the second anniversary of their leave.

#### **ADM.2018.38.7 Pregnancy Leave**

1. An employee who is pregnant is entitled to a job-protected unpaid pregnancy leave of absence provided they have been employed with BMPL for at least 13 weeks.
2. An employee on pregnancy leave receives six (6) weeks leave after the actual delivery date. A shorter period may be granted only with physician approval.
3. An employee wishing to take pregnancy leave shall give the employer written notice at least four (4) weeks before the date the leave is expected to begin.
  - 3.1. An employee who has given notice to begin pregnancy leave may begin the leave on an earlier or later date,
    - 3.1.1. If an updated written request is made;
    - 3.1.2. If for medical reasons the employee is unable to complete the required workload.
4. An employee may begin pregnancy leave no earlier than:
  - 4.1. The day that is 17 weeks before her due date; or
  - 4.2. The date of which a medical practitioner removes the employee from work.

5. The latest an employee may begin a pregnancy leave is:
  - 5.1. The due date; or
  - 5.2. The date she gives birth.
6. Pregnancy leave ends 17 weeks after the pregnancy leave began.
7. An employee on leave may request to return to work at an earlier date when notice is given no less than four (4) weeks prior to the anticipated return.
8. An employee on leave who chooses to terminate their employment while on leave may not terminate employment without providing four (4) weeks notice.

#### **ADM.2018.38.8 Parental Leave**

1. An employee is entitled to a leave of absence for Parental Leave without pay following the birth or placement for adoption of a child, or on the date upon which a child comes into the legal custody, care and control of the employee for the first time.
2. An employee parental leave ends:
  - 2.1. 61 weeks after it begins if pregnancy leave was also taken;
  - 2.2. 63 weeks after it begins if the employee did not take a pregnancy leave.
3. An employee may begin parental leave no later than 78 weeks after the day a child is born, is placed for adoption, or comes into the employee's custody, care and control for the child.
4. It is recommended that the employee determine eligibility and apply for financial benefits available through Canada Employment Insurance. [Government of Canada](#)
5. The employee shall work directly with the Benefits Officer, if a qualified recipient, to arrange for continuation of benefits or cancellation of benefits prior to their leave.
6. An employee on leave may request to return to work at an earlier date when notice is given no less than four (4) weeks prior to the anticipated return.
7. An employee who takes parental leave and chooses to terminate their employment while on leave may not terminate employment without providing four (4) weeks notice.

#### **ADM.2018.38.9 Domestic or Sexual Violence Leave**

1. An employee is entitled to a leave of absence if the employee or child of the employee experiences domestic or sexual violence, or the threat of domestic or sexual violence. Leave may be taken:
  - 1.1. To seek medical attention both physical or psychological or for a disability caused by the domestic or sexual violence;
  - 1.2. To obtain victim services;
  - 1.3. To obtain psychological or other professional counselling;
  - 1.4. To temporarily or permanently relocate;
  - 1.5. To seek legal or law enforcement assistance, including preparing for any criminal or civil proceedings resulting from the violence.
2. Leave may not be taken if the domestic or sexual violence was committed by the employee.
3. An employee is entitled to take in each calendar year:
  - 3.1. Up to 15 weeks job protected leave;
  - 3.2. Five (5) paid days of leave;

4. The BMPL has the right to require an employee to provide evidence of the job-protected qualification to the leave.

#### **ADM.2018.38.10 Religious Leave**

1. BMPL shall accommodate requests for leave for religious reasons.
2. It is the employee's responsibility to request religious leave, prior to the release of the monthly schedules.
3. All leaves are unpaid and will be approved based on scheduling needs of BMPL. Such review will also consider timing of the request and if multiple requests are received for the same day.
4. Employees may utilize any available vacation time they have accrued and are encouraged to speak with the CEO in advance to best plan for retained vacation time.
5. Any request for altered schedule should be requested directly to the CEO so as to avoid any undue pressure placed on other staff to commit to a "swap" of shifts.

#### **ADM.2018.38.11 Other Leaves**

1. All employees have the right to *Time Off to Vote in Elections*. Employees shall be scheduled on election days so that they have at least four (4) consecutive hours to vote during the polling time. In the event that an extended work day is scheduled which shall not allow for voting (federal, provincial, or municipal), the employee shall be given a paid leave in order to vote which shall not exceed four (4) hours. The employee should return to work as soon as they have completed their polling, regardless of the maximum allowance of leave.
2. A paid leave of absence to *Appear as Court Witness or as Juror* shall be awarded without loss of benefits to any employee serving as a juror to a maximum of five (5) days or under subpoena to attend court or inquest as a witness for a maximum of three (3) days. No time shall be awarded for a criminal case in which the employee is the defendant. For any days which the employee has been paid by the BMPL, any compensation received from the court for lost wages must be submitted back to the BMPL.
3. BMPL recognizes all forms of leave identified within the ESA including but not limited to:
  - 3.1. *Family Medical Leave*
  - 3.2. *Family Caregiver Leave*
  - 3.3. *Organ Donation*
  - 3.4. *Critically Illness Leave*
  - 3.5. *Crime-Related Child Disappearance Leave*
  - 3.6. *Child Death Leave*
  - 3.7. Leave of absence without pay:
  - 3.8. *Emergency Leave/Declared Emergencies Leave*
  - 3.9. *Reservist Leave*
4. *Leave Without Pay* may be granted for employees at the discretion of the CEO but may not exceed six (6) months. Conditions of return shall be spelled out, if leave is approved, in a contract between the BMPL and the employee.
5. No employee may request or be granted a leave in order to hold office (federal, provincial, or municipal).

6. No employee may request or be granted a leave in order to take on a permanent or temporary position outside of BMPL.

#### **ADM.2018.38.12 Return to Work Program**

1. When an employee has been on leave due to an Injury or Disability Leave, a Return to Work Program must be put in place prior to their return.
2. The CEO shall be responsible for drafting this program, assisted by the employee. The program may be informed by medical advice and the CEO reserves the right to request a medical statement:
  - 2.1. Clearing the employee to return to work;
  - 2.2. Identifying if there are limitations (physical or other) on the employee or their duties; and
  - 2.3. Identifying if there are restrictions on hours of work.
3. Although the Return to Work Program shall be completed prior to the employees actual return to work, there may be a need to revisit the program during the first weeks of return to determine if additional phases to the program are needed, or if additional plans such as an Accommodation Plan, are required.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

## POL-AMD.2019.39 Title: *Performance Evaluations*



<b>Type:</b>	Human Resources
<b>Authority:</b>	Board
<b>Resolution No:</b>	BMPL 2018-77 on 4-19-18; POL-ADM.2018.39
<b>Associated Documents:</b>	Employment Standards Act, S.O. 2000, Part XIV

### **Purpose**

The purpose of this policy is to define the methods of performance appraisal for employees of the Blue Mountains Public Library. Every staff member shall be evaluated in a fair and consistent manner. No individual shall be evaluated negatively as a result of disability or accommodation plan. The direct supervisor shall be responsible for evaluating subordinates and the Board shall evaluate the CEO.

### **Scope**

This policy refers to all classes of employees as identified in HR 1 General.

#### **ADM.2018.39.1 Timing of Evaluations**

1. Initial evaluations must take place at the end of the first three (3) months of employment. A successful evaluation at this stage is necessary for continued employment and progression from probationary status. Ongoing evaluations may take place during the probationary period in order to assist employees experiencing problems and to improve their performance.
2. After the initial evaluation, evaluations shall occur annually between November and January.
3. Should an employee choose to transfer to another position, a closing evaluation should occur prior to transfer, but no later than two (2) weeks after transfer so that the annual evaluation can occur on the new position only. The closing evaluation may be used in the Hiring Panel's considerations for transfer or in the revision of the position or job description for future hires.

#### **ADM.2018.39.2 Evaluation Methods**

1. A *formal written evaluation* shall be completed with one copy going to the employee and the original placed in the employee file. These evaluations shall remain with the file throughout the term of employment. The evaluation form must include:
  - 1.1. A ranked evaluation of tasks according to the standards of the Library and the staff job description;
  - 1.2. A place for supervisor feedback;
  - 1.3. A place for employee evaluation of themselves;
  - 1.4. A place for employee feedback; and
  - 1.5. A place for supervisor and employee signatures.
2. If a job description is changed during the evaluation year, the evaluation should reflect the changes to the position.
3. An *ongoing evaluation* may be conducted between evaluations if an employee is experiencing problems and the supervisor believes it may assist in improving performance. A copy of the notes of the discussion or form (if used) shall go to the employee with the original to the employee file. This

evaluation shall not be used in the annual review providing the desired outcome has been attained.  
If an ongoing evaluation is conducted it shall consist of:

- 3.1. An interview; and
- 3.2. A written report of the reason for the evaluation and the desired outcome.

### **ADM.2018.39.3 Evaluation of the CEO**

1. The Board is responsible for evaluating of the CEO (See BLG 7) and may appoint a committee of its members to conduct the evaluation. The Board shall review all aspects of the CEO's work to conduct a thorough evaluation.
2. The Board may choose to inspect:
  - 2.1. Employment Records;
  - 2.2. Finance Records;
  - 2.3. Board Records;
  - 2.4. Care and Condition of the Collection on display and in storage; and
  - 2.5. Staff Evaluations and feedback.
3. The Board may choose to interview:
  - 3.1. The CEO;
  - 3.2. Staff;
  - 3.3. Individual board members;
  - 3.4. Town contacts; and
  - 3.5. Where appropriate, Library users.
4. A written self-evaluation shall be completed by the CEO prior to the Board's evaluation.
5. The Board's written evaluation shall be shared with the CEO and Board (if drafted by a committee) in a Closed Session. This final report shall be maintained in the employment file of the CEO.
6. All individual comments shall be destroyed by the Chair following evaluation completion, and kept confidential during the process.

### **ADM.2018.39.4 Evaluation of Employees with Disabilities**

1. No employee shall be evaluated negatively as a result of having an Accommodation Plan, Emergency Plan, or a disability which the employee has given notice of.
2. If notice has been given for an accommodation to be made, a clear plan shall include the expectations of work and methods of evaluation.
3. The employee holds the responsibility of ensuring that they understand the methods and techniques of evaluation. Should the employee be unsure of expectations and/or evaluation; and should they not request further explanation; the methods and techniques of evaluation shall stand.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

## **POL-ADM.2018.40 Title: *Corrective Action***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.40  
**Associated Documents:**

### **Purpose**

The Blue Mountains Public Library Board expects employees to meet standards of behaviour and competence when performing their duties, to respect others, to follow policy and to be accountable for their performance. The purpose of any disciplinary policy is to correct inappropriate actions (or inactions) of employees in order to promote growth and enable the employee to meet the expectations of the employer.

### **ADM.2018.40.1 Intentions of the Disciplinary Process**

1. All employees shall be disciplined in a respectful way to aid in their growth as workers in and out of the BMPL. Corrective Action is a system which applies a positive and consistent approach to improving an employee's behaviour and/or performance by identifying the problem, clarifying expectations and developing concrete actions to meet those expectations. Where the actions or performance of an employee fail to meet reasonable standards of behaviour or competence, the Corrective Action shall be used in an effort to promote growth towards satisfactory performance unless the behaviour is such that immediate termination is warranted.
2. All disciplinary actions and discussions must be recorded by the direct supervisor and placed in the employee file.
3. Ultimately termination is the last resort and not considered part of the disciplinary process.

### **ADM.2018.40.2 Grounds for Discipline**

Grounds for discipline include, but are not limited to:

- Insubordination, not including a difference of opinion
- Neglect or dereliction of duty
- Repeated lateness to work
- Leaving early from work without permission
- Chronic absence
- Not completing the daily operations routine as specified by the supervisor or in the operational manual
- Unwillingness to work co-operatively with other employees resulting in other employees not being able to complete satisfactory work
- Violation of confidentiality
- Reporting to work, or entering the building when not on duty, under the influence of alcohol and/or drugs (non-prescribed)
- Theft, fraud, or misappropriation of funds or other property of the BMPL
- Rudeness or disrespectful conduct towards other employees or the public



- Physical contact with the public or other personnel including physical bullying or assault
- Poor performance due to lack of effort or ineffective work methods
- Failure to follow the Lines of Authority

### **ADM.2018.40.3 Corrective Action**

1. Corrective Action includes a number of steps and is generally progressive. However, in the case of very serious problems or repeated infractions, discipline may start at a more advanced step or include immediate termination.
2. The CEO is responsible for corrective action for employees, but may delegate steps one and two to the direct supervisor. The Board is responsible for corrective action for the CEO.
3. STEP ONE – Oral Warning: The direct supervisor shall speak (in a suitable environment) with the employee. This conversation should outline:
  - 3.1. The inappropriate actions or inactions;
  - 3.2. The desired outcomes; and
  - 3.3. The means for correcting the behaviour.

Although this is an oral warning, the direct supervisor shall make record of the corrective action and file it in the employee's file.
4. STEP TWO – Written Warning: Again this action should take place in a suitable location for private discussion.
  - 4.1. It should include the three points outlined in Step One.
  - 4.2. There should also be a reasonable time stated for rectifying the action/inaction.
  - 4.3. Finally, it should be noted that continuation of the action/inaction shall result in suspension or termination of employment.
  - 4.4. A copy is given to the employee for review and signature, with a copy included into the employee's personnel file. Any refusal to sign said document shall be noted.
5. STEP THREE – Final Decision: Once an employee has reached this stage they have generally had at least two (2) warnings and discussions pertaining to their behaviour.
  - 5.1. A day off with pay shall be given to the employee so that they may contemplate their future employment.
  - 5.2. Upon returning they shall be scheduled to meet with their direct supervisor and/or CEO prior to any other work. In order to return to work they shall have to declare if they choose to continue working for the BMPL and how they shall immediately resolve the problem behaviour.
  - 5.3. They shall put this statement into written form, which shall be placed into the permanent Employment Record. Failure to meet this contract shall result in immediate termination.

### **ADM.2018.40.4 Rights of Employees**

1. An employee has the right to request that another employee be present during disciplinary discussions. Likewise, the CEO or direct supervisor may have a third party present during the disciplinary discussions. By inviting other personnel into the meeting, all parties present are bound by confidentiality.

2. Employees have the right to respond to any documents contained in their files. Files may be reviewed at any time and responses must be made in writing. Responses will become a part of the permanent record.
3. An employee has the right to disagree with the actions respectfully and work to rectify the matter with the direct supervisor or CEO.
4. Should there not be an apparent path to reconcile the matter in a way that the employee may achieve the expectations of employment, the employee may take one day paid leave to consider their future with the BMPL.
5. At any time, an employee has the right to pursue action with the Minister of Labour should they believe they are being mistreated or the BMPL is in contravention to the Employment Standards Act.

#### **ADM.2018.40.5 Immediate Dismissal or Suspension**

1. Immediate dismissal or immediate suspension of an employee shall occur when a concern for the safety of the public, other employees, or the BMPL in general is questioned (violence, harassment, threats, theft, breach of confidentiality, sexual acts of any type, and severe cases involving the breach of the Code of Conduct). In such case, the usual three-step disciplinary process does not apply.
2. The employee shall be informed that they are “Suspended pending investigation” and that this suspension is a paid suspension until such time as the investigation is complete.
3. Paid suspensions pending investigation are not subject to the Complaints and Protests policy.
4. The employee shall:
  - 4.1. Turn their key to the premises over to the CEO as well as any other property (e.g. laptop, phone etc);
  - 4.2. Leave the premises immediately;
  - 4.3. Refrain from entering the premises as an employee or as a user until such time as the investigation is complete.
  - 4.4. Refrain from contact (e.g. physical, via technology, or via social media) with any and all employees throughout the investigation.
5. Written notification of suspension to the employee shall include:
  - 5.1. Effective date;
  - 5.2. Duration of the suspension; and
  - 5.3. Reason for the suspension.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

## **POL-ADM.2018.41 Title: *Termination and Severance of Employment***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.41  
**Associated Documents:** Employment Standards Act, S.O. 2000 Part XV

### **Legal Framework**

The Blue Mountains Public Library shall adhere to the Employment Standards Act, S.O. 2000 and subsequent Acts pertaining to termination and severance of employment. The Library acknowledges that termination occurs for various reasons, from end of contract to termination for cause. As such the CEO and managers shall respect each employee and situation, and ensure all employees and situations are treated equally.

#### **ADM.2018.41.1 Authority to Terminate**

1. Termination of employees is the responsibility of the CEO.
2. Termination of the CEO is the responsibility of the Board.

#### **ADM.2018.41.2 No Termination Without Notice**

1. No employer shall terminate an employee who has been continuously employed for three (3) months or more unless the employer:
  - 1.1. Has given to the employee written notice of termination in accordance with the *Employer Notice Period* and the notice has expired; or
  - 1.2. Has complied with *Termination Pay in Lieu of Notice*.

#### **ADM.2018.41.3 What Constitutes Termination**

BMPL terminates the employment if,

1. The CEO, or Board, dismisses the employee or otherwise refuses or is unable to continue employing him or her;
2. The employer completes a corrective action (see HR18) with the employee and the employee resigns from his or her employment in response to that within a reasonable period; or
3. The employer lays off the employee for a period longer than the period of a temporary lay-off (13 weeks in any 20 week consecutive period).

#### **ADM.2018.41.4 Employer Notice Period**

1. The notice of termination shall be given no less than one week before termination for each year of employment up to an including a maximum of eight weeks notice.
2. Time spent by an employee on leave or other inactive employment is included in determining his or her period of employment.
3. If an employee was terminated as a result of a lay-off, no part of the lay-off period after the deemed termination date shall be included in determining his or her period of employment.

#### **ADM.2018.41.5 Requirements During Notice Period**

During a notice period, the employer,

1. Shall not reduce the employee's wage rate or alter any other term or condition of employment;
2. Shall in each week pay the employee the wages the employee is entitled to receive, which in no case shall be less than his or her regular wages for a regular work week; and
3. Shall continue to make whatever benefit plan contributions would be required to be made in order to maintain the employee's benefits under the plan until the end of the notice period.

#### **ADM.2018.41.6 Pay In Lieu of Notice**

An employer may terminate the employment of an employee without notice or with less notice than is required if the employer:

1. Pays to the employee termination pay in a lump sum equal to the amount the employee would have been entitled to receive had notice been given in accordance with that section; and
2. Continues to make whatever benefit plan contributions would be required to be made in order to maintain the benefits to which the employee would have been entitled had he or she continued to be employed during the period of notice that he or she would otherwise have been entitled to receive.

#### **ADM.2018.41.7 Deemed Active Employment**

If an employer terminates the employment of employees without giving them part or all of the period of notice required, the employees shall be deemed to have been actively employed during the period for which there should have been notice for the purposes of any benefit plan under which entitlement to benefits might be lost or affected if the employees cease to be actively employed.

#### **ADM.2018.41.8 Benefit Plan Contributions**

If an employer fails to contribute to a benefit plan, an amount equal to the amount the employer should have contributed shall be deemed to be unpaid wages.

#### **ADM.2018.41.9 Entitlement to Severance Pay**

No severance applies because the BMPL employs fewer than 50 employees, does not have a union, and does not have a payroll of \$2.5 million or more. TBM acting as a payroll service provider to the BMPL does not set the standard of quantity of employees.

#### **ADM.2018.41.10 Return of BMPL Property**

1. It is the responsibility of the employee to turn over all BMPL property to the CEO on or before the last day worked. This includes but is not limited to:
  1. Keys to the premises;
  2. Library property such as technology;
  3. Data or content; and

4. Passwords or access.
2. If the CEO is unable to recover property from the terminated employee, police may be called and/or final cheque(s) may be withheld and/or the employee may be billed for outstanding costs (see HR 6.3). The employee is liable for expenses (e.g., locks having to be changed) once they have been incurred.

#### **ADM.2018.41.11 Abandonment**

1. An employee who is absent from work for a period of three (3) consecutive work days without notifying his/her supervisor shall be deemed to have abandoned their position.
2. The employer shall attempt to contact the employee on both the first and second days missed.
3. If the employee has not reported to their scheduled shift on the third day; a registered termination letter shall be mailed to the employee's address.
4. Abandonment is considered a resignation and not a termination by the employer. Resignation is deemed active as of the date of the letter and not the date of receipt.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

**POL-ADM.2018.42 Title: *Reprisal***



<b>Type:</b>	Human Resources
<b>Authority:</b>	Board
<b>Resolution No:</b>	BMPL 2018-77 on 4-19-18; POL-ADM.2018.42
<b>Associated Documents:</b>	<ul style="list-style-type: none"><li>• Employment Standards Act, S.O. 2000 Part XVIII</li><li>• Canada Labour Code, Part II: Occupational Health &amp; Safety</li></ul>

**Policy Statement**

The Blue Mountains Public Library shall treat every employee with respect. In the case of complaints against subordinates or co-workers, the CEO and management will ensure that there are not reprisals against complainants. The CEO shall adhere to the Employment Standards Act, S.O. 2000 and subsequent Acts pertaining to reprisal.

**ADM.2018.42.1 Protection from Reprisal**

Neither the Blue Mountains Public Library, the CEO, nor any person acting on behalf of the BMPL shall intimidate, dismiss or otherwise penalize an employee or threaten to do so, because the employee:

1. Asks the employer to comply with this Act and the regulations;
2. Makes inquiries about his or her rights under this Act;
3. Files a complaint with the Ministry under this Act;
4. Exercises or attempts to exercise a right under this Act;
5. Gives information to an employment standards officer;
6. Testifies or is required to testify or otherwise participates or is going to participate in a proceeding under this Act;
7. Participates in proceedings respecting a by-law or proposed by-law under Section 4 of the *Retail Business Holidays Act*;
8. Is or will become eligible to take a leave, intends to take a leave or takes a leave; or
9. Is subject to a court order or garnishment requiring the employer to pay to a third party an amount owing by the employer to the employee.

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## **POL-ADM.2018.43 Title: *Complaints and Protests***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.43  
**Associated Documents:** Employment Standards Act, S.O. 2000, Part XXII

### **Legal Framework**

Complaints and Protests, as defined by the Employment Standards Act, S.O. 2000 are protected from reprisal by members of the Blue Mountains Public Library. The CEO shall provide procedures for ensuring a fair process for employees to make complaints including timelines for response and resolution.

#### **ADM.2018.43.1 Use of Complaints or Protests**

Complaints or Protests may be brought forward by an employee for the following reasons:

1. Inappropriate, unfair or inconsistent use or interpretation of the BMPL Human Resources Policies;
2. Job Description dispute;
3. Performance Evaluation dispute; or
4. Disciplinary Report dispute.

#### **ADM.2018.43.2 Restrictions of Complaints or Protests Process**

An employee may not protest the following:

1. A paid suspension; or
2. The one day paid leave to consider their future employment with the BMPL which is to occur as the third (3<sup>rd</sup>) step in disciplinary action.

#### **ADM.2018.43.3 Steps of Complaints**

1. No complaints shall be heard until such time as an employee's direct supervisor has been notified of the issue and had sufficient time to settle the matter.
2. The employee shall notify the direct supervisor in writing of the issue. Only complaints provided in writing will be addressed.
3. The supervisor shall consider the complaint and schedule a meeting within three (3) regular working days of both the supervisor and employee.
4. If the issue is unresolved in this meeting, then the complaint may become a formal protest and move to the CEO. The formal protest must be submitted no later than three (3) regular working days following the meeting. Acknowledgement of receipt of the complaint shall be made to the employee in writing within ten (10) regular working days.

#### **ADM.2018.43.4 Steps of Complaints Pertaining to the CEO**

1. No complaints shall be heard until such time as the CEO has been notified of the issue and had sufficient time to settle the matter.

2. The employee shall notify the CEO in writing of the issue. Only complaints provided in writing will be addressed.
3. The CEO shall consider the complaint and schedule a meeting within three (3) regular working days of the employee.
5. If the issue is unresolved in this meeting, then the complaint may become a formal protest put into writing to the Board Chair. The formal protest must be submitted no later than three (3) regular working days following the meeting. Acknowledgement of receipt of the complaint shall be made to the employee in writing within ten (10) regular working days.
4. The issue remains unresolved with the CEO, then the complaint may be forwarded to the Board for review by a Board assembled a Complaints Resolution Committee.

#### **ADM.2018.43.5 Complaints Resolution Committee**

1. The statement of protest must clearly state the issue; the policy which the employee feels is in violation; and what the employee wants as an outcome to rectify the matter.
2. The CEO shall immediately strike a Complaints Resolution Committee comprised of the CEO and two (2) other members selected by the CEO. In the case of a protest against the CEO, the Chair of the Board shall immediately strike a Complaints Resolution Committee comprised of the Chair and two (2) other board members.
3. Both parties shall be notified by the Complaints Resolution Committee Chair of the investigation and the Committee shall set meetings to investigate the complaint starting no later than ten (10) days following the notification. Allowance for pre-approved vacation and/or holidays shall be made.
  - 3.1. All parties involved are required to participate in requests for information. Each party shall have ten (10) days to provide a written response to the committee and each party shall have the opportunity to speak directly to the Committee as a whole.
4. Since an investigation may be lengthy, no end date to the investigation is identified here.
  - 4.1. In the case of Complaints Resolution Committee is convened by the CEO, notice shall be provided in writing to both parties within five (5) working days of the Committee's decision, written notice shall include actions, if any.
5. In the case of a Complaints Resolution Committee convened by the Board Chair, the Committee shall present its findings and recommendations to the Library Board for its decision. Written notice of decision or findings shall be provided in writing within five (5) working days after the Board Meeting to the CEO and Complainant. Written notice shall include actions, if any.

#### **ADM.2018.43.6 Minister of Labour**

At any time, including after having exhausted the BMPL complaint or protest process, the employee may choose to take their complaint to the Ministry of Labour.

#### **ADM.2018.43.7 Reprisal**

Regardless of the outcome, the employee or member of the Complaints Resolution Committee shall not be subject to subsequent harassment, repercussion, or disadvantage. If this occurs, parties should



immediately inform the CEO, or in the case of reprisal by the CEO, the Board Chair and immediate action shall be taken. (See HR21).

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

**POL-ADM.2018.44 Title: *Volunteerism and Placements***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.44  
**Associated Documents:**

**Purpose**

The Blue Mountains Public Library is committed to the utilization of all available resources to further its goals. Volunteers can enrich services and inform the public about available services. Within an effectively managed program, volunteers can perform tasks efficiently and responsibly. Volunteerism is also seen as a contributor to healthy lifestyles. The employees work with volunteers as a means of expanding services and resources, building educational capacity and for philanthropy.

**Scope**

This policy refers to all unpaid volunteers and placements.

**ADM.2018.44.1 Purpose**

1. Volunteers shall only be used to enrich or expand services or to free skilled paid staff for other duties. Volunteers shall not be used to replace paid employees.
2. The CEO shall ultimately be responsible for selecting, interviewing, assigning, and terminating volunteers.
3. Each volunteer shall have a specific paid staff member to whom he or she reports and with whom to discuss concerns, ask questions and make suggestions.
4. Each volunteer shall be made aware of the BMPL’s policies, procedures and expectations.
5. In the event of an opening for a paid position on the staff, volunteers who apply for the position shall be evaluated on the same basis as all other applicants.
6. A volunteer shall perform duties in the presence of at least one paid staff.
7. When taking on the services of a volunteer or volunteers, the BMPL shall take steps to ensure that appropriate coverage such as liability insurance, has been obtained for the volunteer’s protection.

**ADM.2018.44.2 Screening and Selection of Volunteers**

1. All volunteer applicants must complete an application form stating: date of application; name; address and telephone number; emergency contacts; days and time available including starting date; relevant education and/or experience; and interests and skills. Criminal Record Check may also be required, depending on the type of work the volunteer is completing.
2. Each volunteer selected to perform duties shall be required to sign a volunteer agreement and shall be provided with a volunteer job description.

**ADM.2018.44.3 Recruitment of Secondary and Post-Secondary Students**

The BMPL shall actively recruit co-op secondary school students, secondary/post-secondary required volunteer hour seekers, and post-secondary unpaid interns in order to assist these students in learning about the world of Library sciences, as well as to increase their academic experience.

#### **ADM.2018.44.4 Accommodation Plans**

1. The BMPL shall offer volunteer opportunities to individuals with disabilities without prejudice. As an organization which works with all members of the community, including the vulnerable sectors and those with disabilities, we believe that all members of the community should be treated with respect and receive the best service possible. Likewise, the same level of respect shall be granted to volunteers who have disabilities.
2. Any volunteer requiring an accommodation shall make notice to the CEO. The CEO is responsible for drafting the accommodation plan.
  - 2.1. This plan shall be drafted and then shared with the volunteer for feedback before being finalized. Accommodations can be requested at any time during the volunteer relationship.
3. Accommodation Plans shall be reviewed annually by both the CEO and volunteer. Should a change in duties occur, the plan shall be updated within four (4) regular volunteer days.
  - 3.1. Should there be a supervisor of the volunteer other than the CEO, that individual shall also be present on the review team.
4. The CEO may discuss the accommodation plan with other staff to determine how the plan is impacting their work environment.

#### **ADM.2018.44.5 Emergency Plans**

1. Any volunteer who has a disability which may prevent them from easily exiting the building in an emergency shall have an Emergency Plan in place.
2. The CEO shall develop this Emergency Plan with the assistance of the volunteer. Other personnel may be involved in the development of the plan.
3. Training of all staff shall occur for every Emergency Plan.
4. An Emergency Plan shall be reviewed annually by both the CEO and employee. Should a change in duties occur, the plan shall be updated within four (4) regular volunteer days.

Original Approval: 4-19-18  
Amended On: \_\_\_\_\_

**Type:** Administrative**Authority:** CEO**Approval Date:** 5-22-18**Associated****Documents:****ADM.2018.74.1 Reporting a Conflict of Interest**

1. Staff must advise the CEO prior to engaging in any activities that may be seen as a conflict of interest, or which may disadvantage the BMPL. This includes, but not limited to:
  - 1.1. Being related to any candidate applying for employment or a business partner under consideration for Fee for Service contract with the BMPL;
  - 1.2. Having a vested interest in an external business which may provide materials or service to the BMPL;
  - 1.3. Being offered services or materials as a result of employment or Board appointment with the BMPL;
  - 1.4. Making use of a position with the BMPL to solicit services or materials for personal gain; or
  - 1.5. Utilizing staff equipment, services or materials for an external business.
2. Participation of the employee in other business, organizations or activities that compromise the employment relationship, or are deemed to disadvantage the BMPL will be considered conflict of interest.

**ADM.2018.74.2 Acceptance of Notice**

1. A decision will be made stating one of the following actions to occur:
  - 1.1. Acceptance of notice with no further limitations;
  - 1.2. Acceptance of notice with removal from acting on any committees or panels.
2. In the case of hiring or contract selections, the member or staff may be required to step down from the selection committee so there remains no further conflict with the applicant pool. This option ensures no nepotism occurs in the hiring, contracting, or purchasing process.

**ADM.2018.74.3 Exemptions to this Statement**

1. The BMPL shall adhere to the specifications of external funders whose criterion is more stringent or lax for any employment, contracts, or purchases for which the funder's contribution is used. If these do not follow this statement, or any of the policies of the Library, a resolution stating such alteration for the specific case shall be passed.
2. The BMPL shall exempt monetary interest which is so remote or insignificant that it could not be reasonably regarded as an influence to BMPL's decision making.
3. The BMPL shall exempt monetary interest when it is in common with a broad group of which s/he is a member or which their family is involved.

**ADM.2018.74.4 Confirmation of Receipt of Policy**

1. Staff shall confirm in writing that they have received and read this policy and procedure upon adoption of this policy, or for new employees, following their hire, and at any point where a change in job function or title occurs.
2. As the employer-employee relationship is founded on trust and commitment for mutual benefits, it is expected that the employee's time, labour, skill and attention will be devoted to the business of the BMPL, as specified by the employment contract.
3. The BMPL's property, materials and services will be utilized only as requested or authorized by the employment contract and policy, and not for personal use.
4. The supervisor of the employee has the right to ask if a Conflict of Interest or perception of same exists or is possible. This includes the Chair or the CEO.
5. Employees who fail to honour the provisions of this policy will be considered to be in breach of the policy and therefore the employment contract with the BMPL, and may be subject to disciplinary action up to and including termination of employment.

Original Approval: 5-22-18  
Amended On: \_\_\_\_\_

**POL-ADM.2018.101 Title: *Salary Administration***



**Type:** Human Resources  
**Authority:** Board  
**Resolution No:** BMPL 2018-221 on 11-15-18;  
POL-ADM.2018.101

**Associated Documents:**

**ADM.2018.101.1 Purpose Statement**

The Blue Mountains Public Library follows the Town of The Blue Mountains staff and student grids. However, the Board and CEO are responsible for preparing job descriptions and job fact sheets which are then evaluated by a third party using a job evaluation process to ensure equity and placement on suitable pay grade.

**ADM.2018.101.2 Scope**

This procedure applies to all Library, Museum and Gallery employees including permanent full-time, part-time and contract positions. Any exception requires a business case and approval from the CEO and Board, after which it will be presented to the Town's Director of Human Resources and Director of Finance and Information Technology, prior to any action being taken.

**ADM.2018.101.3 Commitment Statement**

1. It is the Board's strategy to compensate employees for their services in a way that attracts, retains, and motivates competent people and is legislatively compliant.
2. It is the policy of the Board to be externally competitive with the employment market while providing internal equity with the Town through compensation practices that are fair, equitable, consistent, competitive, fiscally responsible and in accordance with all applicable legislative requirements. The purpose of this procedure is to provide a consistent approach in the administration of compensation.

**ADM.2018.101.4 Definitions**

- 1. Pay Grade**  
Provides a framework for compensation by defining the internal structure hierarchy and placing each job on the appropriate grade as determined by the job evaluation process. The Town currently has 14 pay grades within the compensation structure.
- 2. Salary Range**  
The range or levels of pay established for each pay grade. A salary range has a minimum and maximum rate on a scale of 5.
- 3. Maximum Rate (Job rate)**  
The maximum wage an employee can earn, within each pay grade. Also referred to as job rate.
- 4. Annual Economic Adjustment**  
A common percentage salary increase, which is typically applied on an annual basis to the Town's salary structure and affects all permanent full-time and permanent part-time staff of the BMPL and others as specified.
- 5. Red-Circling**  
Occurs when an employee is in a position where the current salary of the employee is greater than

the maximum rate of the salary range. The employee will not be eligible for increases, including annual economic adjustments, until their salary drops below the maximum rate of the salary range.

**6. Reclassification**

The re-evaluation of a position through the Job Evaluation process and its placement in a higher or lower pay grade than the current position.

**7. Performance Appraisal**

The assessment of the employee's performance over a calendar year, while actively at work.

**8. Promotion**

A move to a position in a higher pay grade than the employee's current position.

**9. Lateral Transfer**

A move to another position or project within the same pay grade as the employee's current position. Lateral transfers may be permanent or temporary. Temporary transfers are normally given as a growth or learning opportunity.

**10. Demotion**

A move to a position in a lower pay grade than the employee's current position. Demotions are usually a result of an unsatisfactory performance. Documented efforts by the Manager or CEO to improve performance through coaching and counselling normally precede demotion.

**11. Secondment**

A secondment involves an external organization and occurs when there is a mutual benefit for both organizations and employees. It involves an individual who temporarily transfers to the BMPL from an external organization or an internal employee who temporarily transfers to an external organization, usually the Town or another library/museum.

**12. Acting Assignment**

A temporary move to a position in a higher pay grade where an employee is designated to fulfill the assigned duties and responsibilities of a permanent full-time or permanent part-time position for a minimum of thirty (30) consecutive calendar days.

**ADM.2018.101.5 Disclosure**

1. Individual salaries under \$100,000 annually, are and should remain confidential, as they fall under the legislated requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).
2. *The Public Sector Salary Disclosure Act* mandates that the Employer disclose annually the names, positions, salaries and total taxable benefits of employees paid \$100,000 or more in a calendar year. Any BMPL positions which meet this criteria will be publicized accordingly.

**ADM.2018.101.6 Salary Adjustments**

**1. Starting Salary for New Employees**

- 1.1. The starting rate for new hires will normally be at the minimum of the salary range for the designated pay grade.
- 1.2. There may be circumstances in which a candidate is highly experienced and would quickly become fully competent; brings advanced credentials not required for the position, but which the CEO deems will benefit the organization; or where market pressures may necessitate hiring at a higher salary. These circumstances must be discussed and agreed upon between the CEO

and the Hiring Committee Chair. At no time may a position be offered at a rate higher than the job rate.

- 1.3. All new employees are subject to a three (3) month probationary review for full-time staff (prorated for part-time staff). The Manager or Supervisor will complete a formal probationary review with the employee, prior to the end of the probationary period and submit the Probationary Evaluation Form to the CEO. Following a successful review, the new employee is designated permanent. A wage increase to the next level within the pay grade shall go into effect once the employee has surpassed 850 hours, and is recommended to have passed probation by the CEO.

## **2. Annual Economic Adjustment**

- 2.1. Annual economic adjustment rates are established by Town Council as part of the budget process, and reflect the external labour market and economic conditions.
- 2.2. Economic adjustments to the salary ranges and part-time rates are determined by the Town and are effective on the first pay in each calendar year. Payment of this increase typically occurs following the approval of the Town budget.
- 2.3. Employees are eligible for an annual economic adjustment provided that they are actively at work and their salary has not been “red-circled” at a rate higher than the maximum of their salary range.
- 2.4. Once an annual economic adjustment has been approved by Council, the Human Resources Department initiates the salary change for all eligible employees and notifies the BMPL CEO.

## **3. Reclassification**

- 3.1. In the event that an existing position has undergone significant and/or material changes, an employee may request review and consideration in consultation with the CEO to determine if the magnitude of changes warrants a re-evaluation, in accordance with job evaluation standards.
- 3.2. An employee whose job is reclassified to a higher pay grade will be placed in the new grade at a level which is no less than their current salary. Any increase will be effective the date the job evaluation is finalized. Any salary change resulting from an organizational restructuring will be effective on the date the organizational changes take effect.
- 3.3. An employee, whose job is reclassified to a lower pay grade, will have their salary red-circled if their salary is higher than the maximum rate of the position in the lower pay grade for the legislated notice period, or as otherwise approved by the CEO and the Director of Human Resources. After which, the employee’s salary will be amended to reflect the maximum rate of the lower salary range of the position.

## **4. Promotion**

- 4.1. Employees who are promoted will receive a promotional salary increase as determined by the CEO based on qualifications, experience, knowledge, education, and skills.
- 4.2. All promotions are subject to the probationary review period as defined earlier in this policy. The Manager or CEO will complete a formal probationary review with the employee, prior to the end of the probationary period.

## **5. Transfer**

- 5.1. Employees who transfer to a position in the same pay grade maintain their current salary rate. There is no adjustment to the employee’s salary.



5.2. Employees who voluntarily apply and accept a permanent position at a lower pay grade will either be compensated at the maximum rate for the new pay grade or the employee's current salary, whichever is less. Therefore, a voluntary lower grade transfer salary may result in a decrease in salary.

## 6. Demotion

6.1. When an employee is demoted, the employee's salary may be red-circled.

### **ADM.2018.101.7      Secondment**

1. Only the CEO may approve a secondment.
2. An employee who is seconded to an external organization will continue to be paid by the BMPL at their current salary, and receive qualifying benefits. The BMPL will be reimbursed, in full, by the outside organization for these costs.
3. The employee continues to be an employee of the BMPL for Workers Safety Insurance Board (WSIB) purposes. If injured while seconded to an external organization, the injury shall be reported to the Town.
4. An external employee who accepts an approved secondment opportunity to a lower level position at BMPL will continue at the salary rate of their home position.
5. The CEO does not qualify for a secondment outside of The Blue Mountains Public Library or The Town of The Blue Mountains.

### **ADM.2018.101.8      Acting Assignment**

1. Employees who possess the qualifications to fulfill all the assigned duties and responsibilities of a position may be designated to fulfill a permanent full-time or permanent part-time position in a pay grade at a higher rate of pay and which the employee is expected to fill for a minimum of thirty (30) consecutive calendar days.
2. During the term of the acting assignment an employee will retain their current rate of pay, but receive a premium.
3. The acting premium will be removed at the end of the assignment or if the employee is unable to fulfill the duties and responsibilities of the acting position.
4. The employee's position or a position at the same pay grade will normally be protected while taking an acting position for up to one year, however, if this would cause undue disruption to the operation of the BMPL, the CEO or Board in the case of an Acting CEO, may decide not to protect the employee's position, in which case the employee will be advised prior to placement or extension in the acting position.

Original Approval: November 15, 2018

Amended On: \_\_\_\_\_