

The Municipal District of Peace No. 135 Library Board

Personnel Policy – Conditions of Employment, Performance Evaluation, Grievance

Conditions of Employment

1. Hours of work need to be flexible to cover the range of library hours of opening. The Library Manager will make the work schedules in consultation with employees.
2. Employees are paid an hourly wage in accordance with budgetary considerations, qualification elements and experience.
3. Employees will receive paid vacation time according to Alberta Employment Standards for employees paid hourly.
4. Part-time employees will receive breaks in accordance with Alberta Employment Standards.
5. Vacation time may be approved by the chair, or in his/her absence any other officer of the board if the Brownvale Community Club representative is not available to approve. The library manager or her designate shall approve vacation time for all other employees.

Part-time employees shall receive vacation time and vacation pay in accordance with Alberta Employment Standards which will be awarded annually or as agreed upon.

6. Any employee may take up to five unpaid days bereavement leave following the death of the employee's spouse; or the death of the child, mother, father, brother, sister, grandmother, grandfather, aunt, uncle, or cousin of the employee or the employee's spouse

"Employee's spouse" shall include the husband, wife, common-law spouse or same-sex spouse of the employee. "Child" shall include biological children, adoptive children, or foster children.

If the employee must travel an extended distance to attend a funeral, additional leave may be granted at the discretion of the library manager.

Performance Evaluation

7. The primary purpose of performance evaluation is to compare actual results with desired results and to design action plans for the future. The essence is guidance, mentoring, and development for continuing improvement. It is also an opportunity to thank employees for their efforts on behalf of the library. The library board is an employer, and so it must take steps to evaluate its employees on a regular basis.
8. All employees, including the manager, should be evaluated at the end of their six-month probationary period. They should then complete the Performance Evaluation Form with their supervisor once a year. However, performance conversations should also be taking place throughout the year, as described in Section C of the Performance Evaluation Form.
9. The Library Manager shall be evaluated by the Personnel Committee of the Board. This committee will have three members: the Chair and one other member of the Board and a designated member of the Brownvale and District Community Library Board. The Board Chair should be one of the board members who sits on this committee, because the Board Chair is the primary contact person between the library board and the Library Manager.

10. The Library Manager will meet with the Personnel Committee, and they shall complete the evaluation form together. The completed evaluation form shall then be placed in the Library Manager's personnel file.
11. A report to the Board shall be made by the Chair of the Personnel Committee.
12. The Library Manager is responsible for evaluating the other library staff. All staff will interview with the Library Manager, and they will complete the evaluation together. The completed evaluation will be documented as the library manager determines and placed in the volunteer's personnel file.
13. The Library Manager is responsible for evaluating the library volunteers. All volunteers will interview with the Library Manager, and they will complete the evaluation form together. The completed evaluation form shall then be placed in the volunteer's personnel file.
14. The attached sample templates may be replaced at the discretion of the Personnel Committee.

Grievance Procedure

15. An employee or library volunteer who has a grievance or concern related to their employment in the library should first discuss the concern with the Library Manager in an attempt to resolve the matter. If the Library Manager has a concern, they should discuss the matter with the Brownvale and District Community Library Board Chair.
16. If the grievor and the Library Manager or the Library Manager and the Board Chairperson cannot resolve the issue, a full written record of the concern should be made to the MD of Peace No. 135 Library Board Chair within 15 days of the discussion.
17. The MD Library Board Chair will then refer this matter to the Personnel Committee of the board. This committee shall review the matter and make a recommendation to the MD Board.
There should be three Personnel Committee members reviewing the grievance, including one officer of the board. If the grievor's grievance is with a member or members of the Personnel Committee, that member or members shall not participate in the review process related to that grievance. This may require the Board to appoint a new member or members to the Personnel Committee, or for the Personnel Committee to choose an interim committee chair.
18. After receiving and considering the recommendation of the Personnel Committee, the Board should make a decision regarding the grievance. A written record of this decision should be forwarded to the grievor within 30 days of the original written concern being received.
19. If the response or decision of the Library Board is unsatisfactory to the grievor, he has the right to appeal to other organizations as applicable:
 - a. Alberta Employment Standards: Contact for issues related to hours of work, holiday pay, days off, maternity and parental leave, overtime hours, vacations, wage payment, and employee termination.
 - b. Occupational Health & Safety: Contact for issues related to workplace safety, including working alone.
 - c. Office of the Information and Privacy Commissioner of Alberta: Contact to make a request for your personal information under the FOIP act. For more information about the FOIP act, contact Service Alberta.
 - d. Alberta Human Rights Commission: Contact for questions regarding discrimination in the workplace.

Date Approved: March 14, 2024

Sandra Willing, Chair: _____

Review Date: 2027

[Name of the municipality] Library Board
PERFORMANCE EVALUATION FORM

SAMPLE

Date: _____ Assessment Period: _____

Employee Name: _____

Position: _____

Reviewer's Name(s): _____

PART A: Employee Self-Reflection

The employee should complete this section once a year. Use this section to reflect on your own performance as you complete this form. Your conversations recorded in Section C do not have to use these questions.

1. Has the past year in your position been good, bad, or satisfactory to you? Why?
2. What do you consider to be your most important achievements of the past year? Why?
3. What do you like and dislike most about working for this organization?
4. What elements of your job do you find the easiest and the most difficult?
5. What elements of your job interest you the most and the least?
6. What actions could be taken to improve your performance in your current position by: You: Your supervisor: Your board:

PART B: Performance Objectives and Accountability

SAMPLE

The employee and the reviewer(s) should complete the first three columns at the beginning of the assessment period. The employee and the reviewer(s) should work together to describe the employee's individual performance objectives for the next year, including measures and targets. Complete the last column at the end of the performance period.

OBJECTIVES (What do you and your supervisor agree you should achieve?)	PLAN OF SERVICE (How does this objective tie into your library's Plan of Service?)	MEASURES (How will you know you've achieved your goals?)	RESULTS (What did you achieve?)
E.g. I want more children to come to storytime.	E.g. One of our library's objectives is to improve children's attendance at library programs.	E.g. Storytime attendance will improve by 10% by this time next year.	E.g. Storytime attendance improved by 12%.

PART C: Conversations Throughout The Year

SAMPLE

The employee and his supervisor should complete this section throughout the year. Performance management is an ongoing conversation between the employee (you), and your supervisor. Use this section to record ongoing discussions with your supervisor throughout the year, whether they are informal and spontaneous or scheduled and focused.

Conversation topics normally include:

- Your progress in fulfilling your objectives.
- Problems you've encountered, how you dealt with them, and what you learned from the experience.
- Issues you're dealing with and how your supervisor can provide support.
- Constructive feedback on your performance and how your supervisor can provide support.
- Your learning and career goals and how your supervisor can provide support.

This section is for the benefit of you and your supervisor. You can record as many or as few conversations as you like. You can write as much or as little as you like. Review these conversations with your reviewer(s) at the end of the performance period.

Conversation Date	Key Discussion Points

PART D: Professional Development

SAMPLE

Identify any courses, workshops, or other training taken by the employee over the past year:

Identify any training or development activities that the employee wants to take or that the reviewer recommends that he take:

PART E: General Comments

Reviewer Comments:

Employee Comments:

The employee and the reviewer(s) acknowledge that this assessment has been reviewed and discussed by signing and dating below.

Employee Signature

Print Name

Date

Reviewer Signature

Print Name

Date

Reviewer Signature

Print Name

Date