**[Name of the Municipality] Library Board**

**Personnel Policy – Conditions of Employment, Performance Evaluation, Grievance**

SAMPLE

Page 1 of 3

**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 in accordance with the library’s salary grid. Each employee will receive his or her initial placement on the salary grid with their letter of employment. Each employee is eligible for an annual one-step increase on the grid following a successful performance evaluation. The whole grid may receive an annual cost of living increase at the discretion of the library board during the budget process.
3. Extended benefits (e.g. drug coverage, dental coverage, extended medical benefits, short-term and long-term disability leave) are paid through the library’s extended benefits provider. The company which provides these benefits and the level of benefits provided is chosen by the library board. Employees shall receive information about these benefits when they are hired and when benefits provided change.
4. Full-time employees will be entitled to one unpaid lunch break and two paid fifteen-minute breaks (normally one before lunch and one after lunch) per day. Part-time employees will receive breaks in accordance with Alberta Employment Standards.
5. Full-time employees will receive paid vacation time according to the following schedule:
   1. After 1 year of service: 15 vacation days per year
   2. After 5 years of service: 20 vacation days per year
   3. After 10 years of service: 25 vacation days per year

Part-time employees shall receive vacation time and vacation pay in accordance with Alberta Employment Standards.

Vacation time shall be awarded on the employee’s anniversary date. The chair, or in her absence any other officer of the board, may approve vacation time for the library manager. The library manager or her designate shall approve vacation time for all other employees.

Employees are encouraged to use their vacation time within the year it is awarded. Up to one week of vacation time may be carried over to the next year for any employee with the approval of the board by board motion.

1. Full-time employees may take up to 10 days per year as paid sick leave, replenishing each year on the employee’s anniversary date. Part-time employees shall earn sick leave time at the rate of one‑quarter (1/4) of the number of hours in an employee's normal workweek for each calendar month in which the employee has received pay for at least twice (2) the number of hours in the employee's normal workweek. Part-time employees may claim up to 10 sick days per calendar year from these credits.
   1. After the third consecutive workday absent from work, employees must produce a doctor’s note.
   2. Any employee may also take up to three consecutive days of paid sick leave to care for an ill family member.
2. Any employee may take up to five 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

Page 2 of 3

“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.

SAMPLE

**Performance Evaluation**

1. 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.
2. 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.
3. The Library Manager shall be evaluated by the Personnel Committee of the Board. The Personnel Committee will consist of three board members. 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.
4. 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.
5. A report to the Board shall be made by the Chair of the Personnel Committee.
6. 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 form together. The completed evaluation form shall then be placed in the staff member’s personnel file.
7. 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.

**Grievance Procedure**

1. An employee or library volunteer who has a grievance or concern related to his 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, he should discuss the matter with the Library Board Chair.

Page 3 of 3

SAMPLE

1. If the griever 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 Library Board within 15 days of the discussion.
2. The Library Board will then refer this matter to the Personnel Committee of the board. This committee shall review the matter and make a recommendation to the Board.

There should be three Personnel Committee members reviewing the grievance, including one officer of the board. If the griever’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.

1. 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 griever within 30 days of the original written concern being received.
2. If the response or decision of the Library Board is unsatisfactory to the griever, he has the right to appeal to other organizations as applicable:
   1. 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.
   2. Occupational Health & Safety: Contact for issues related to workplace safety, including working alone.
   3. 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.
   4. Alberta Human Rights Commission: Contact for questions regarding discrimination in the workplace.

**[Name of the municipality] Library Board**

**PERFORMANCE EVALUATION FORM**

Page 1 of 4

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? |
| 1. What do you consider to be your most important achievements of the past year? Why? |
| 1. What do you like and dislike most about working for this organization? |
| 1. What elements of your job do you find the easiest and the most difficult? |
| 1. What elements of your job interest you the most and the least? |
| 1. 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

Page 2 of 4

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**

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.

Page 3 of 4

SAMPLE

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**

|  |
| --- |
| Identify any courses, workshops, or other training taken by the employee over the past year:  SAMPLE  Page 4 of 4 |
| 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 |