

## Trent Lakes Public Library



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Policy Type:	<b>Human Resources</b>	Policy Number:	<b>HR - 01</b>
Policy Title:	<b>Human Resources Management</b>	Initial Policy Approval Date:	<b>27-09-2019</b>
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In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(1). *A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration, and prescribe their duties.* The Library Board, as the employer of all library staff, seeks to create and maintain a work environment that is conducive to attaining its vision and mission.

### **Section 1: Policy Objectives**

1. *Appropriate staffing is in place to provide services to the community.* This means that there is a sufficient number of employees who receive ongoing training and skill updating and that there is always someone who can step in to run the library on an emergency basis in the absence of the CEO.
2. *Employees are treated fairly and professionally.* This means that there exists human resources policies and procedures that, at a minimum, respect and adhere to provincial legislation related to employment and, where possible, go beyond minimum standards. These policies are applied consistently to all employees. All employees are aware of these policies and procedures and have a vehicle for expressing an ethical dissent or reporting that human resources policies have not been adhered to.
3. *Employees receive fair compensation.* This means that rates of pay and benefits do not deviate materially from the geographic and professional market for the skills employed and that compensation adheres to the principles of pay and internal equity.
4. *Employees' personal information is kept confident.* Personnel records may be accessed only by the CEO, direct supervisor, or HR professional who must protect the privacy of employees.

### **Section 2: Responsibility**

The Library Board is the employer of all staff and ultimately responsible for all human resources decisions.

1. The Library Board develops and approves all policies that are in support of its vision for human resources management, including any clauses or practices originating from the municipality.

## Human Resources Management (Continued)

2. The Library Board, as a collective whole, directly hires and manages one employee, the CEO.
3. The municipality may assist with payroll processing and provide support and guidance in a number of human resources areas, such as recruitment.
4. The Library Board may establish a committee to undertake HR work on behalf of the board as a whole, in which case terms of reference for the committee will be established.

The CEO is responsible for human resources management within the library.

1. The CEO develops human resources policies that support the board's vision, for library board approval.
2. The CEO keeps abreast of legislative and social changes which have an impact on the board's human resources policies and procedures.
3. The CEO hires and manages all library employees, either directly or through other managers and supervisors.

### Section 3: Employee Records

The library maintains current, confidential information for each employee to meet statutory requirements such as income tax, pension, and employment insurance benefits. Information is kept to provide documentation to substantiate decisions on hiring, promotion, compensation, benefits, disciplinary action, and termination. A record of emergency contact information for each employee is also maintained.

1. Employee records are kept in a locked filing cabinet in a secure location. All electronic records are password-protected.
2. An employee may request and will be granted access to his or her records.
3. An employee is not permitted to remove or add anything to the content of the employee files.
4. Where a board member seeks access to an employee's personal information, the board member may only obtain the personal information:
  - a) in compelling circumstances affecting the health or safety of an employee, or
  - b) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an employee who is injured, ill, or deceased.
5. Each record contains basic administrative information, including emergency contact numbers, benefits, salary and tax-related information, employment contract, performance appraisals, and professional development information.
6. Employees should advise the employer promptly of any change to the information retained in their records.
7. Records that are no longer required are destroyed in a secure manner.

## Human Resources Management (Continued)

8. Any breach of privacy must be reported to the CEO.

### Section 4: Employee Communications

Well-informed employees contribute to stronger organizational decision-making and better represent the library to the public.

1. Reports, long-term plans, and operational information are circulated to employees.
2. The CEO and managers meet regularly with employees to facilitate strong staff participation in the workplace.

### Related Documents:

*Public Libraries Act*, R.S.O. 1990, c. P44, s. 15(1)