



Otonabee South Monaghan Public Library

Policy Type: **Human Resources**

Policy Title: **Human Resources Management**

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HR-01

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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.*

There will be adequate number of employees who receive ongoing training and skills updating. There will always be a designated employee who can run the library on an emergency basis in the absence of the Library CEO.

2. *Employees are treated fairly and professionally.*

Human Resources policies and procedures exist at a minimum and adhere to provincial legislation related to employment and where possible go beyond minimum standards. These policies are applied consistently, and employees are aware of these policies and procedures and have a vehicle for expressing a dissent or reporting that human resources policies have not been followed.

3. *Employees receive fair compensation.*

Rates of pay, and benefits do not deviate materially from the geographic and professional market for the skills employed, and compensation adheres to the principles of pay equity.

4. *The personal information of all employees is confidential.*

Human resources records may be accessed only by the CEO or HR professional who must protect the privacy of employees.

HR-01- Human Resources Management (continued)

Section 2: Responsibility

Part 1 – 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.
2. The Library Board, *as a collective whole*, directly hires and manages the Library CEO.
3. The municipality may provide support and guidance in a number of human resources areas, such as recruitment.
4. The Library Board may establish a committee to undertake specific HR work on behalf of the board, in which case terms of reference for the committee will be established.

Part 2 - The Library CEO is responsible for human resources management within the library.

1. The CEO assists the Board in developing the human resources policies that support the Board's vision, for Library Board approval.
2. The CEO keeps abreast of legislative and societal changes which have an impact on the Board's human resources policies and procedures.
3. The CEO establishes and maintains Human Resources procedures, including job descriptions, vacation requests, leaves of absence, directs the training and development, performance evaluation, salary administration and discipline of staff.
4. The CEO hires, manages, evaluates, promotes and, if necessary, recommends the dismissal of employees with the approval of the Library Board.
5. The CEO recommends staff compensation levels and salary administration policies for approval by the Board.
6. The CEO advises the Board on staffing requirements.
7. The CEO acts as liaison between the staff and the Board.

HR-01- Human Resources Management (continued)

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 so that it provides documentation to substantiate decisions on hiring, promotion, compensation, benefits, disciplinary action, and termination.

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
 - 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; letter of employment; performance appraisals; and professional development information.
6. A record of emergency contact information for each employee is also maintained and employees should advise the employer promptly of any change to their personal information held at the Library.
7. Records that are no longer required are destroyed in a secure manner as per the Document Retention Policy OP-15
8. Any breach of privacy must be reported to the CEO.

Section 4: Employee-Employer Communications

1. Well informed employees contribute to strong organizational decision-making and better represent the Library to the public. Reports, long-term plans, and operational information will be circulated to employees.

HR-01- Human Resources Management (continued)

2. The CEO will meet regularly with employees to facilitate strong staff participation in the workplace.

Within its communication framework, the CEO will be mindful of the conditions and circumstances described in OSMPL Policy HR-13, *Disconnecting from Work*.

3. We can confirm that employees will NOT be electronically monitored, in accordance with the *Employment Standards Act*.

Section 5: Employment Standards

1. The Library shall follow the Ontario ***Employment Standards Act, S.O. 2000*** (ESA) and all subsequent versions of the Act, except in circumstances described in #3 below.
2. All new employees will be provided with a print copy of the Employment Standards poster within 30 days of the date that the person becomes an employee, as required under the ***Employment Standards Act***.
3. The *Employment Standards Act* does not apply to certain employees or volunteers including:
 - a) 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.
 - b) An individual who performs work under a program approved by a college of applied arts and technology or a university.
 - c) A participant in community participation under the *Ontario Works Act, 1997*.
 - d) 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).
 - e) 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.
 - f) Any prescribed individuals listed in ESA 2000, c. 41, s. 3 (5); 2006, c. 19, Sched. D, s. 7. 2.

For employees within those exempt categories, the Library shall follow the employment standards as prescribed by the appropriate governing bodies (e.g., secondary school, college, Ontario Works program, etc.) and not the ESA. However, these individuals will be bound by the policies of the Library including all Human Resources and Health & Safety policies and all employees, including this exempted class, are required to sign the Library's Policy Acknowledgement Statement and Confidentiality Statement. (See HR-10)

HR-01- Human Resources Management (continued)

Section 6: Notice of Vacancies

1. When vacancies occur or new positions are created, the CEO (or the Board, when recruiting a new CEO) shall ensure that the position and qualifications required will be placed in the newspaper, on websites/social media (both Library and municipality) and in a bulletin to be posted in the Library at least three weeks prior to an appointment.
2. When vacancies occur or new positions are created, all members of the staff shall be notified, and those who possess the necessary qualifications shall be considered for appointment.

Interviewing Candidates

No employee of the Library shall be hired without a personal interview. A prospective CEO shall be interviewed by a special committee of the Board. All other prospective employees shall be interviewed by a committee formed by the CEO.

Date of appointment

For purposes other than salary payments, an employee's appointment shall be deemed to have come into effect on the first day of the month that is nearest to the date on which the employee commenced work in the Library.

Orientation and training

The CEO shall ensure that time is spent with new employees during the first few days on the job, on:

- a.) an orientation to the Library building, services and organizational structure.
- b.) a detailed examination of the job description and the Library's Human Resources policy.
- c.) step-by-step training on procedures for specific tasks.
- d.) relevant Health and Safety policies

Related Documents:

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

OSMPL HR-10: Employee Conduct (including Code of Conduct, Confidentiality Statement and Policy Acknowledgement Statement)

OSMPL Policy HR-03, Disconnecting from Work