**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 schedule in consultation with employees.

2. 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.

3. Full-time employees will be entitled to one unpaid lunch break and two paid fifteen-minute breaks (normally on before lunch and one after lunch) per day. Part-time employees will receive breaks in accordance with Alberta Employment Standards.

4. Full-time employees will receive paid vacation time according to the following schedule:

a. After 1 year of service: 15 vacation days per year

b. After 5 years of service: 20 vacation days per year

c. 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 their absence any other officer of the board, may approve vacation time for the library manager. The library manager or their 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.

5. 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 (¼) 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.

a. After the third consecutive workday absent from work, employees must produce a doctor’s note.

b. Any employee may also take up to three consecutive days of paid sick leave for an ill family member.

6. 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 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. Evaluation will be completed by March 1 of each calendar year.

8. 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.

9. All employees, including the manager, should be evaluated at the end of their three-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.

10. 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.

11. 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.

12. A report to the Board shall be made by the Chair of the Personnel Committee.

13. 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.

14. 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 place in the volunteer’s personnel file.

**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, he should discuss the matter with the Library Board Chair.

16. 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.

17. A written record of this decision should be forwarded to the griever within 30 days of the original written concern being received.

18. If the response or decision of the Library Board is unsatisfactory to the griever, they have 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 paternal 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.

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