

Carlow/Mayo Public Library

Policy Type:	Human Resources	Policy Number: HR - 01
Policy Title:	Human Resources Management	Policy Approval: Mar.3, 2014 Last Review: March 16, 2016 Policy Review: March 2020

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 employer of all library staff, seeks to create and maintain a work environment that is conducive to attaining its vision and mission.

Section 1: Scope

1. *Appropriate staffing is in place to provide services to the community.* This means that there is a sufficient number of staff 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. *Staff members 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 staff, and staff is aware of these policies and procedures, and has a vehicle for expressing an ethical dissent or reporting that human resources policies have not been adhered to.
3. *Staff members 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. Staff members' personal information is kept confidential. Personnel records may be accessed only by the CEO, direct supervisor or HR professional who must protect the privacy of staff.

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.
2. The library board, as a collective whole, directly manages one staff member, 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 board approval.
2. The CEO keeps abreast of legislative and social changes which may have an impact on the board's human resources policies and procedures.
3. The CEO manages all library staff, either directly or through other managers and supervisors.

Section 3: Staff Records

The library maintains current, confidential information for each staff member to meet statutory requirements such as income tax, Canada 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 staff member is also maintained.

1. Staff records are kept in a locked filing cabinet in a secure location. All electronic records are password protected.
2. Staff members have access to their records.
3. Where a board member seeks access to personal information of an employee the board member may only obtain the personal information:
 - a) with consent of the individual
 - b) in compelling circumstances affecting the health or safety of an individual
 - c) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill, or deceased
4. Employees are not permitted to physically remove or add anything to the content of the file.
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. Staff should advise the employer promptly of any change to their information retained in their record.

7. Staff records that are no longer required are destroyed in a secure manner.
8. Any breach of privacy should be reported to the CEO.

Section 4: Staff Communications

Well informed staff 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 staff.
2. The CEO and managers meet regularly with staff to facilitate strong staff participation in the workplace.

Related Documents:

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