



Next Review Date: March 2023

**Town of Manning Library Board
Personnel Policy – Performance Evaluation, Grievance, Hours of Work
Required under section 7(2)(a) of The Libraries Regulation**

The primary purpose of performance evaluations 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 Manning Municipal Library (hereafter referred to as the Library). The Town of Manning Library Board (hereafter referred to as the Board) is an employer, and so it must take steps to evaluate its employees on a regular basis.

Performance Evaluation

1. 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 the Library Manager once a year. However, performance conversations should also be taking place throughout the year, as described in Section C of the Performance Evaluation Form.
2. The Library Manager shall be evaluated by the Personnel Committee of the Board. The Personnel Committee will consist of no less than 2 and no more than 3 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.
3. 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.
4. A report to the Board shall be made by the Chair of the Personnel Committee.
5. 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.
6. 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

7. An employee or library volunteer, having 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, they should discuss the matter with the Board Chair.

8. If the grievor and the Library Manager or the Library Manager and the Board Chair cannot resolve the issue, a full written record of the concern should be made to the Board within 15 days of the discussion.

9. The Board may then appoint an independent, impartial arbitrator to recommend a resolution to the grievance. This arbitrator should be an external individual that both sides are willing to trust. The Board should be prepared to accept the recommendations of the arbitrator. Examples of a suitable arbitrator could include the CAO of the municipality, a school principal, or a member of the clergy.

10. After receiving and considering the recommendation of the arbitrator, the Board should make a decision regarding the grievance. A written record of this decision should be forwarded to the grievor within 30 days of the original written concern being received.

11. If the response or decision of the Board is unsatisfactory to the concerned parties, 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 parental 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.

Hours of Work

12. 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 and provide copies of schedules to the Board Chair upon request.

13. The Board Chair or other available board member with signing authority (in the event the Board Chair is unavailable) are required to sign Library Manager timesheets.

14. An employee is entitled to at least 30 minutes of rest, during each shift consisting of more than 5 consecutive hours of work, except where the following occurs:

- a) an accident occurs, urgent work is necessary, or other unforeseeable or unpreventable circumstances occurs
- b) different rest provisions have been agreed upon pursuant to a collective agreement, or
- c) it is not reasonable for the employee to take a rest period. However, if the employee is unable to take his or her break then it must be paid.

Date Approved

Board Chair Signature