



Taber Public Library Policy Manual

Personnel Policy: Pay Periods and Remuneration

PURPOSE:

Personnel Policy and Procedures for the Taber Public Library.

POLICY:

The following guidelines will be followed when setting pay periods and employee remuneration.

GUIDELINES:

1. Library employees shall be paid on a bi-weekly basis at an hourly rate for actual hours worked. Payday is every second Wednesday.
2. The Library Board will establish the hourly rate.
3. Wages for employees shall be determined according to their job description as defined under the Salary Management Grid established by the Library Board (see attached).
4. Board will review the hourly rate during the budget-setting process.
5. Deductions are made according to the requirements of the law. Any questions an employee has should be directed to the Library Manager.
6. Employees will maintain accurate record of all hours worked.
7. Time sheets are used to calculate actual employee remuneration.
8. Vacation pay for part-time employees shall be attached to bi-weekly pay as determined by Employment Standards.

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