



Taber Public Library Policy Manual

Personnel Policy: Definitions

PURPOSE:

Personnel Policy and Procedures for the Taber Public Library

POLICY:

To identify the Board adopted policies of procedures relating to the management of library employees, including terms and conditions of employment and/or administration.

GUIDELINES:

1. It is understood that the following definitions mean:
 - a) Employee: Is any individual approved by the Board to provide library services to the community.
 - b) Full-time Employee: Is any employee who regularly works 37.5 or more hours per week.
 - c) Part-time Employee: Is any employee who normally averages less than 37.5 hours per week.
 - d) Casual Employee: Is any employee who occupies a position the duties of which are known to be of a limited duration e.g. STEP, Summer Reading Program personnel, etc.
 - e) Volunteer: Is any person not receiving financial remuneration.

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