



Taber Public Library Policy Manual

Personnel Policy: Terms & Conditions of Employment

PURPOSE:

Personnel Policy and Procedures for the Taber Public Library.

POLICY:

Employees of the Taber Public Library must operate within guidelines, programs, and policies of the Board. The Board will comply with the Employment Standards Act and Regulations and all related Government regulations.

Probation: Newly hired employees shall be considered on a probationary basis for a period of three (3) months from date of hiring. The employment of probationary employees may be terminated at any time without recourse of the grievance procedure.

The newly hired Library Manager and Assistant Library Manager shall be considered in a six (6) month probationary period with reviews at two (2) month intervals during this period. Employment is probationary and may be terminated at any time without recourse of the grievance procedure.

GUIDELINES:

1. The Library Manager will present Board decisions, issues and concerns to library staff at the request of the Board.
2. Library staff may formally present comments, issues and concerns to the Personnel Committee through the Library Manager. Library staff may also contact the Board Chair, in confidence, to discuss issues of personal concern at any time.
3. The Library Manager and probationary employee will establish short term objectives and evaluate performance during probation.....where the probationary employee is the Library Manager, a meeting will take place between the Library Manager and the Personnel Committee.
4. The Library Manager, (Personnel Committee if new employee is the Library Manager) will ensure that probationary employee understands and complies with Terms and Conditions of Employment.
5. The Library Manager and/or Personnel Committee will recommend either permanent employment, additional probationary period or termination to Board based on performance evaluation.
6. Job descriptions are to be drawn up for each position available in the Library and a copy of same must be reviewed by the employee. Changes to the job description must be reviewed by the Personnel Committee and approved by the Board. A copy of the job description must be kept on the employee's personnel file.

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