



# Administration and Management

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**PURPOSE:** Personnel Policy and Procedures for the Taber Public Library.

**POLICY:**

1. The Board must approve appointments, position description development or revision, planned absence such as vacation or special leave, retirement, and all matters dealing with remuneration.
2. Any personnel matter that requires Board attention is to be presented to the Board, together with the Library Manager, recommendation by the Library Manager or a member of the Personnel Committee.
3. The Library Manager is empowered with full discretion in the selection, training and assignment of duties of library staff including volunteers.

**GUIDELINES**

1. The Library Manager in conjunction with the Personnel Committee will identify the need for a board decision in Personnel Administration.
2. The Board will evaluate the Library Manager and/or Personnel Committee recommendations.
3. The Board will direct the Library Manager and/or a designate to take appropriate action.
4. The Library Manager will identify suitable tasks for library staff including volunteers and provide necessary instruction, training and supervision.

**Date of Approval:** January 2, 2001

**Date Reviewed/Revised:** November 9, 2004  
September 9, 2008  
Oct 12, 2010  
June 11, 2014  
October 13, 2015  
March 12, 2019  
October 14, 2021