

	GREY HIGHLANDS PUBLIC LIBRARY	
	"Draft" Hours of Work Policy	
	Approved	
	Updated	

1. Hours of Work Policy

Purpose

The library board's hours of work are in compliance with the Ontario employment legislation, such as ***Employment Standards Act S.O. 2000, Chapter 41.***, ***Ontario Human Rights Code R.S.O 1990 H. 19***, and the regulations of the ***Accessibility for Ontarians with Disabilities Act 2005***.

This policy is based on the Municipality of Grey Highlands Hours of Work Policy (A09-H-09) and designed to mirror key functions and practices in order to create a harmonious working relationship with HR and Payroll Services. The Library Board retains its residual executive authority and is responsible and accountable for the administration of all HR policies.

To outline Hours of work that are based on the principle to provide the best library service possible to the public, and at reasonable cost to the ratepayers.

1.1 Hours of Operation Library Branches

The library's hours of operation are set by the library board in response to community needs and include morning, afternoon, and evening hours, throughout the week, including weekends. As such, library employees' hours of work are scheduled to support the delivery of library service to the public.

The holiday closure schedule is annually approved by the Library Board. Special closures, like staff training days, inventory days, require Library Board approval.

1.2 Rest Periods (Breaks)

During a 7.5 hour shift employees may take two paid rest periods each day in addition to a regular half-hour unpaid meal break. Each rest period may

be 10 minutes in duration, one in the morning and one in the afternoon or in the case of evening shifts- one in the afternoon and one in the evening.

The CEO or Management Staff regulate the times at which these breaks may be taken so that adequate staff is maintained.

All rest, meal and other breaks are scheduled in consideration of public and customer serve and to ensure that library service is not compromised.

Meal and rest periods should be taken out of the public view.

1.3 Banked Time and Overtime

All overtime must have the approval in advance from the CEO.

Employees who work in excess of their normal work week will be compensated ("time in lieu" or pay)

Permanent Full-Time and Part-time Staff

Employees will have the option of either banking time or getting paid out for overtime hours by mutual written agreement with the CEO.

1.4 Emergency Call-In

An emergency call-in may be authorized by the CEO. Employees who have responded to an emergency call-in shall be reimbursed for three-hour show up time.

1.5 Attendance and Punctuality

As a condition of employment, all employees of the Library are expected to report to work regularly and on time. The Library shall promote regular attendance and manage absenteeism through consistent attendance reporting procedures.

An employee who is unable to attend work as scheduled is responsible for notifying CEO or designate as soon as possible.

Employees are required to:

- a) inform the CEO of the type of leave (e.g. Personal Time Off, injury, family) and the estimated date of return;
- b) make every effort to schedule medical appointments and other personal commitments so as to not conflict with their hours of work;
- c) in the event of an emergency, illness or injury arising while at work, an employee must report to their supervisor before leaving work, where practical;
- d) maintain ongoing and regular contact with their supervisor during absences from work;

- e) provide appropriate information and/or documentation to support absences if requested.

The CEO/Management Staff are required to:

- a) receive notification from absent employees to determine the anticipated length of absence and/or expected return date and the status of any outstanding work;
- b) make reasonable efforts to contact an employee who is absent from work and who fails to provide notification to discuss the absence;
- c) maintain regular contact with the employee during prolonged absences from work and safeguard the confidentiality of information.

The CEO reserves the right to request information to verify that the employee is able to perform their duties.

1.6 Attendance During Inclement Weather

Severe weather conditions are, but not limited to tornado, hurricane, flooding, snowstorm, ice storm or any unforeseen acts of nature.

The CEO in consultation with Library Branch Managers and other Municipal Departments will determine if the Library Branches shall be closed.

Every effort is made to ensure all library employees are informed of library closures.

Employees are responsible for reporting to the workplace if no announcement is made of closures. Employees shall make every reasonable effort, consistent with personal safety, to report to work unless instructed otherwise. Employees shall make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time.

If inclement weather makes it difficult for an employee to arrive at their workplace at the normal starting time, the employee must make every reasonable effort to notify the CEO and Branch Manager or other Staff on site.

In the event of an absence due to inclement weather and the library is not closed, the employee will either work the missed hours; take vacation time, use lieu time, use PTO days or accept unpaid time as approved by the CEO. Otherwise, no payment for the period of absence will be made.

If due to inclement weather, the library branches are closed, employees will be paid.

In the event of deteriorating weather and if delaying their departure until the normal end of work time might endanger or present a hardship to the employee, the employee may leave early at the discretion of the CEO or

supervisor. Employees will work the missed hours; take vacation time, use lieu time, use PTO days or accept unpaid time.

1.7 Flexible Working Arrangements

Flexible working arrangements may be available from time to time at the discretion of the CEO and conditional upon operational requirements, efficiency, productivity, and cost considerations, along with considerations of the employee's personal circumstances and needs of the department.

DRAFT

	Grey Highlands Public Library "Draft" Benefits Policy	
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1. Benefits Policy

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 15(1). "A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties."

This policy is based on the Municipality of Grey Highlands Benefits Policy and designed to mirror key functions and practices of the Municipal policy in order to create a harmonious working relationship with HR and Payroll Services.

The Municipal HR Department may communicate with individual Library employees directly and confidentially as it relates to benefit programs and on-boarding to payroll only. All other HR matters must go through the CEO or, where Library policy dictates, the Board Chair.

Principles of Benefits

Grey Highlands is committed to provide fair and equitable benefit plans and programs. Where plans are provided, reasonable efforts will be made to ensure such plans are competitive.

1.1 Health Benefits

Benefits are available to all permanent full-time employees. Details of coverage are contained in the employee "Benefit Program" booklet that summarizes the agreement between the Municipality and the benefit providers.

1.2 OMERS Pension

The Municipality and its employees, including library employees make joint contributions to the OMERS plan. All new permanent full-time employees shall enroll in the OMERS plan. Contributions are based on the employee's regular earnings. All other employees are eligible to join OMERS when they meet the eligibility requirement provided by OMERS.

1.3 Short-Term Disability

The Municipality is committed to assisting permanent full-time employees if unable to work and earn regular pay due to a non-occupational injury or illness.

a) Eligibility for short term disability is available for all permanent full-time employees and begins on the first day following three months of continuous service. This benefit does not apply to part-time, seasonal, casual, contract or student employees.

b) Level of Short-Term Disability Benefits

<u>Length of Service</u>	<u>100% of Pay</u>	<u>75% of Pay</u>
less than 1 year	1 week	15 weeks
1 year - less than 2	2 weeks	14 weeks
2 years - less than 3	3 weeks	13 weeks
3 years - less than 4	4 weeks	12 weeks
4 years - less than 5	5 weeks	11 weeks
5 years - less than 6	7 weeks	9 weeks
6 years - less than 7	9 weeks	7 weeks
7 years - less than 8	11 weeks	5 weeks
8 years - less than 9	13 weeks	3 weeks
Over 9 years	16 weeks	0 weeks

c) Employees are required to provide documentation to the CEO/Municipality that they are under the active care of a licensed Physician or Nurse Practitioner in order for the short-term disability benefit process to commence.

d) Employees are responsible for notifying the CEO or Acting Supervisor as soon as possible of the reason for any absence from work. Additionally, they are responsible for providing any and all documentation required by the adjudicator.

e) The Municipality is responsible for paying short term disability benefits consistent with the terms of this policy and withholding legally required taxes from such payments in accordance with the adjudicators recommendations.

f) Adjudication is provided by a third-party administrator designated by the Municipality and only those claims approved by the administrator will be paid.

g) Short term disability benefits are not paid if:

- i. The employee is not under the care of a licensed Physician or Nurse Practitioner;
- ii. The illness or injury:
 - is covered by *Ontario Workplace Safety and Insurance Act* (Workers' Compensation) or the Canada Pension Plan;
 - is intentionally self-inflicted;
 - results from war, service in the armed forces, or participation in a riot or disorderly conduct;
 - results from the commission of criminal offenses;
 - occurs during a leave of absence or layoff;
 - results from a motor vehicle accident covered by a provincial automobile insurance plan;
 - results from the use of drugs or alcohol and the employee is not receiving continuing treatment for such use or is not compliant with medically recommended treatment.
- iii. The employee is:
 - engaged in employment outside of the Municipality for a wage or profit;
 - an inmate of a prison;
 - receiving a retirement pension from OMERS;
 - not compliant with medically recommended treatment or fails to cooperate in providing medical information to the Municipality, including participating in independent evaluations by medical and para-medical professional;
 - absent from work because of cosmetic plastic surgery, except where surgery is attributable to an illness or injury.
- iv. In the case of maternity and/or parental leave, the illness or injury occurs after such leave has commenced or during any period in which the employee is in receipt of maternity or parental benefits under the *Employment Insurance Act*.

1.4 Long-Term Disability

The Municipality will be under contract with a licensed insurance provider to deliver a long-term disability plan for employees who continue to be unable to work beyond the 16 weeks approved by the short-term disability benefits. Employees wishing to be considered for long-term disability benefits shall follow the application process established by the insurance company. The Municipality accepts no responsibility for the decision made by the insurance company.

Coverage under this plan ceases on the date the employee ceases to be employed by the Municipality, or on the date the employee reaches the age of sixty-five (65), whichever occurs first.

Complete details will be provided by the insurer.

Employees are encouraged to contact OMERS for information regarding the impact of a disability-related absence under the terms of the pension plan.

1.5 Vacation Entitlement and Vacation Pay

Vacation entitlement is based on a full calendar year of service (January 1 – December 31). For permanent full-time employees who work less than 37.5 hours per week, the vacation entitlement will be pro-rated according to their regular work week.

Years of Service as of December 31	Vacation Entitlement (in days) for Permanent Full-Time Employees	Vacation Entitlement (in %) for Permanent Part-Time Employees
Less than one calendar year of service	Pro-rated	4% (4%)
1	10	4%
2 - 3	12	4.8%
4 - 6	15	6%
7 - 9	18	7.2%
10 - 12	20	8%
13 - 15	22	8.8%
16 - 17	23	9.2%
18 - 20	25	10%
21 - 24	27	10.8%
25+	30	12%

a) Entitlement

- i. Vacation is pro-rated according to the employee's start date.
- ii. Employees shall be credited with their vacation entitlement for a calendar year on January 1st.
- iii. Employees who are converted from part-time, seasonal, or contract to full-time will be recognized for prior years worked for the Library according to previous hours worked.

b) Leaving the Library/Municipality

Employees who leave the Library/Municipality will receive a lump-sum payment at the current rate of pay for the vacation time earned to their last day of employment. If the amount of vacation taken to the last day of employment exceeds the vacation entitlement, the balance owing will be deducted from the employee's final payout.

c) Scheduling

- i. Employees are encouraged to take their vacation in the year in which it was earned.
- ii. Vacation requests are approved at the CEO's discretion.
- iii. Employees are requested to submit their vacation time to the CEO with as much notice as possible.
- iv. The CEO will attempt to accommodate employee's vacation requests where possible, subject to the operational needs of the department.

d) Carryover & Payout Provisions

Employees may make a request to the CEO to carry over into the next year one (1) week of vacation, which must be taken with the first three (3) months. Any unused prior year vacation will be paid out after March 31st.

e) Contract, Casual, Seasonal and Students

Contract, casual, seasonal and student employees are provided with vacation in accordance with the *Ontario Employment Standards Act (ESA)*.

Vacation pay is four (4%) percent of the vacationable earnings earned from start date and increases to six (6%) percent of vacationable earnings after five (5) years of completed service. Vacation pay is paid on a pay period basis.

1.6 Statutory Holidays & Recognized Holidays

Statutory and recognized holidays cannot be carried forward. Employees receive a total of twelve (12) paid holidays per calendar year.

New Year's Day

Family Day

Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
Labour Day

Thanksgiving Day
*(Remembrance Day? (Currently not a holiday for Library staff see 1.8 permanent full-time employees)
Christmas Day
Boxing Day

If any of the above falls on a Saturday or a Sunday, another day (usually the following Monday) will be designated for the recognized holiday.

The Library may accommodate employees who wish to take holidays for religious purposes.

Holidays that occur during an employee's vacation is considered a holiday and not a vacation day.

1.7 Unpaid Leave of Absence

A leave of absence may be granted upon written request to the CEO who will then forward to the Human Resources at the Municipality. The approval process will involve consideration of the following factors considered by the CEO in consultation with the Library Board:

- a) length of employment;
- b) number of previous unpaid leaves of absence;
- c) purpose of the leave of absence;
- d) ability of the department to cover the employee's work during the leave of absence; and
- e) any other relevant factor.

A request will not be granted for any unpaid leave of absence until there are no vacation or banked time allocations remaining.

An employee shall not be permitted to accept any other employment or self-employment during the said leave of absence.

Leaves Pursuant to the Employment Standards Act

There are specific unpaid leaves that may be granted pursuant to the *Employment Standards Act*, including:

- Pregnancy Leave
- Parental Leave
- Family Medical Leave
- Organ Donor Leave
- Family Caregiver Leave
- Critical Illness Leave
- Child Death Leave
- Crime Related Child Disappearance Leave
- Domestic or Sexual Violence Leave
- Emergency Leave, Declared Emergencies
- Reservist Leave
- Employees are encouraged to familiarize themselves with these types of leave.

1.8 Paid Time Off (PTO)

It is acknowledged that there are times when an employee will need to be away from work either due to illness, urgent issue or a family member's illness, injury or medical emergency.

PTO days are inclusive of sick days and personal emergency leave days.

Permanent full-time employees will be granted eight (8)(9?) PTO paid days.

Permanent part-time employees will be granted a pro-rated number of days based on regular hours worked.

Contract and Seasonal employees are not eligible for PTO days.

Procedures

Permanent full-time and permanent part-time employees who are hired during the calendar year will be credited with PTO days on a pro-rated basis.

- a) If an employee requires a PTO day, they shall provide their supervisor with as much notice as possible.
- b) If all PTO days are used, any additional time required requires approval from the supervisor and the employee will be required to utilize vacation or banked time prior to taking unpaid time.
- c) Unused PTO days shall not be carried forward from year to year or paid out.
- d) Reasonable medical documentation may be required to support approval of PTO days. For extended illnesses, a Return to Work form may be required to verify if an employee is fit to return to work.
- e) Employees must follow the requirements for attendance and absence reporting when taking a PTO day.

1.9 Pregnancy and Parental Leave

An employee will be granted an unpaid pregnancy or parental leave in accordance with the *Employment Standards Act*. Employees are expected to provide the Municipality with two (2) weeks written notice. Employees planning to return from pregnancy or parental leave must advise their supervisor two (2) weeks prior to the expected date of return.

1.10 Bereavement Leave

All permanent full-time and permanent part-time employees are eligible for paid bereavement leave.

- a) Up to five (5) consecutive workdays with pay related to the death of the employee's immediate family. The immediate family shall mean the employee's:
 - spouse,
 - child,
 - mother or father,
 - mother-in-law or father-in-law,
 - grandparent,
 - brother or sister;
 - sister-in-law, brother-in-law, daughter-in-law, son-in-law, or
 - grandchildren.
- b) In the event of a death of a niece, a nephew, an aunt or uncle, or the grandparent of an employee's spouse, the employee will be given one (1) day leave of absence without loss of pay to attend the funeral or burial.

The above is inclusive of stepfamily, common law family, adoptive family, and birth family of the employee standing current at the time of the leave. Where interment is later, one or more of the above days may be postponed until that date.

If there is extensive travel or extenuating circumstance, additional leave may be granted, at the discretion of the supervisor in consultation with Human Resources.

1.11 Jury Duty/Witness Leave

When an employee is required to report for jury duty or is subpoenaed as a witness in non-personal legal matters, regular pay is maintained for two weeks. An employee's pay will be reduced by the amount of any fees received from such service, except when such attendance is required on a statutory holiday or outside the employee's regular working hours. Municipal compensation will conclude at the end of two weeks. Should the employee be involved with a trial that is beyond two weeks, the employee may apply to Employment Insurance for benefits.

Employees are required to provide the Municipality with the appropriate documentation as soon as possible.

An employee who attends court as a plaintiff or defendant in a personal matter, is expected to use vacation time, or make arrangements for an unpaid leave of absence.

1.12 Administrative Clothing Allowance

The Library will reimburse permanent employees to purchase work attire up to an annual limit of \$70.00 exclusive of taxes to identify them as Library employees and as a way to promote the Library and pride in the workplace.

Clothing purchased must bear the name of the Library and/or the Library logo and is subject to CEO approval and budget allotment.

1.13 Long Term Service Recognition

Grey Highlands recognizes employee service and contributions to the success of the Library/Municipality by presenting service awards to employees who are actively employed and who achieve five years of service and at intervals of five years.

Service awards will be presented annually (generally at the employee Christmas Celebration).

All employees celebrating a service milestone during the calendar year will receive awards as listed below:

<u>Years of Service</u> Calculated from employee's start date	<u>Award</u> <u>(Approximate Cash Value)</u>
5	\$100.00
10	\$200.00
15	\$300.00
20	\$400.00
25	\$500.00
30	\$500.00
40	\$500.00

1.14 Travel and Meal Allowance

The Library, upon prior approval of the CEO, will reimburse employees for meals and mileage while attending special meetings, seminars, workshops, and conferences.

Mileage shall be reimbursed using the prescribed Municipal Rate. Mileage is based on the distance between your usual place of work and the business destination unless the distance between your home and the business destination is shorter and you are travelling from home.

Parking expenses related to Library business travel will be reimbursed with the submission of an original receipt. Coin operated parking meters will be reimbursed on the honour system to a maximum of \$5.00 per day.

Mileage claims and parking shall be submitted on the Municipal Expense Form, signed by both the employee and CEO and submitted to Payroll for processing.

Employees are eligible to be reimbursed daily for meal expenses up to the following limits with the submission of original receipts:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

Alcoholic beverages will not be reimbursed.

Meal allowances will not be paid when meals are provided at no cost to the employee.

	"Draft" Compensation Policy	
	Approved	
	Updated	

1. Compensation Policy

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(1) *A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.*

In accordance to the PLA , R.S.O. 1990, the Board shall adopt its own HR policies and adopt any specific wording, or make reference to specific Municipal HR Policies which are of direct relevance to Library staff, such as the Benefits Program provided to qualifying Library employees by the Town.

The Board shall adhere to the Employment Standards Act and to all other relevant Acts, and shall align its Policies with those of the Municipality's Human Resources Policy Handbook.

The Library shall participate in the Town's Compensation & Benefits Program. The CEO and the Manager of HR will work together to align Library Job Descriptions and Grades to the Town's Pay Equity program.

The compensation philosophy is to attract, engage, and retain qualified employees through an internally equitable, non-discriminatory, and externally competitive compensation program.

The compensation policy is based on the relative value of positions and on the performance of individual employees. Pay bands are outlined in the wage grid that is approved by Municipal Council and adopted by the Library Board. Total compensation also includes employee benefits that are approved by Council and adopted by the Library Board.

On the advice of the CAO, Council is responsible for determining economic cost of living adjustments made to the overall wage grid plan. Council is guided by the general trends in municipal salaries, the Consumer Price Index, and the general labour market.

1.1 Administration

The Library will manage the compensation policy through the following principles:

- a) That the compensation is affordable within the long-term financial capacity of the Municipality;
- b) That the compensation is consistent with the Human Resources strategies that may be set out in the Library Strategic Plan;
- c) That the Library Board (Municipality) will comply with the *Ontario Pay Equity Act*, promote the concept of equal pay for equal work and will comply with all other applicable employment statutes – *Ontario Employment Standards Act*, *Occupational Health & Safety Act*, *Workplace Safety Insurance Act* and the *Human Rights Code*;
- d) That the Library Board (Municipality) will establish and maintain a wage grid structure that achieves internal equity through a job evaluation system. Each level in the job band structure will contain a Job Rate, which is the maximum earning potential for an employee in that job band;
- e) That every position (or group of similar positions) will be evaluated using a gender-neutral job evaluation system and placed accordingly in the job band structure based on score;
- f) That new and changed positions will be evaluated and placed accordingly in the job band structure;
- g) That all appropriate details of the compensation program are transparently communicated and available to staff;
- h) That the Library Board (Municipality) will perform a compensation survey at least every four years. The results of the survey will be presented to Council during the budget process for consideration and implementation;
- i) Employees will not recognize a reduced rate because of compensation survey impacts. Individual pay rates may be frozen (red circled) until the job band for their position catches up to their current pay. Employees in this situation will not be eligible for the annual pay adjustment until their pay is equal to or exceeds their new rate of pay in their band.

1.2 Payment of Wages

Library Staff payroll is performed by the Municipal payroll department on a bi-weekly basis. If the pay date falls on a Statutory Holiday, the Municipality will pay the employee on the business day that falls immediately before the Statutory Holiday or as set out in the *Employment Standards Act*.

All employees will be paid by direct deposit and must complete the documentation required.

1.3 Wage Grid

The Library will be informed of any changes to the Municipal wage grid and Pay Equity Plan approved by Council, for review and adoption.

While the approved wage grid is deemed public information, the placement of individual employees on the grid is subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

1.4 Acting Pay

It is the intent of the Library Board to compensate an employee who is assigned, on a temporary basis, all the duties of another position from which the incumbent is absent when the following conditions have been met:

- a) The employee is appointed by the CEO, or Library Board in the case of the CEO, or in accordance with any statutory regulation to perform most of the significant duties of a budgeted, higher paid position; and
- b) The duties of the higher paid position are assigned and performed by the designated employee for fifteen (15) or more consecutive workdays.

Criteria and Approval:

- a) Employees who perform the duties of a higher paid position under the above provisions shall receive acting pay beginning on, or retroactive to, the first day of the assignment.
- b) Employees shall be paid acting pay of at least the first step of the compensation grade of the position being filled, or that rate which is at least one step above the employee's current pay.
- c) The CEO, in consultation with the Library Board, shall determine the appropriate rate of Acting Pay within the job band of the position being filled.
- d) In the absence of the CEO, the acting CEO rate of pay shall be determined by the Library Board within the job band of the CEO position.