

Chinook Regional Library Regulations

REGULATIONS

1. THE CHINOOK REGIONAL LIBRARY OPERATING BUDGET TIMETABLE

- a) The subject of the Proposed Budget for the upcoming year is placed on the Executive Committee Agenda in April or May for general discussion.
- b) The first draft of the Proposed Budget is presented for discussion at the May or June Executive Committee meeting.
- c) The final draft is approved by the Executive Committee at their September or October meeting. The Proposed Budget along with supplementary information regarding local cost is sent to all municipal councils and their regional representative in October. The timing should provide each municipality with at least one council meeting to examine the Proposed Budget prior to the Fall Board Meeting.
- d) At the Fall Board Meeting in November, the Proposed Budget is placed on the agenda for discussion. The operating budget for the forthcoming year and the related municipal grant are approved at this meeting. Approval of the municipal grant requires at least two-thirds majority of the board members attending the meeting. The operating budget and municipal grant may be accepted as presented in the Proposed Budget or amended as directed by the Board.
- e) Associated municipal councils receive a copy of the Fall Board Meeting minutes in November or December.
- f) In January the municipal councils receive a request from the regional library for payment of the first instalment of their respective municipal grant. The balance of the municipal grant is requested in July.

2. HOURS OF WORK

a) ***Regional Headquarters, Swift Current, and Rural Branch Libraries***

(i) ***Management***

Thirty-seven and one-half (37.5) hours per week.

(ii) ***Full time staff***

Thirty-seven and one-half (37.5) hours per week.

(iii) ***Modified Three Week Work Cycle (Headquarters)***

The total hours worked for any three week period will be the same for participating and non-participating full time staff members. The modified work cycle will be structured on two forty hours and one thirty-two and a half hours work weeks.

Employees must declare annually prior to January 1st that they will be participating in the modified work cycle for the full calendar year. Employees may not opt into the modified work cycle after January 1st.

Discontinuance of the Modified Three Week Work Cycle will be a decision of the Executive Committee.

(iv) ***Part-time and Casual Staff***

Hours of work vary, to a maximum of 7.5 hours per day and 37.5 per week. Some preapproved exceptions may apply depending on individual branch opening hours.

(v) ***Overtime Pay***

Overtime is paid at the rate of one and a half times the normal hourly rate for each hour in excess of 8 hours in a day or 40 hours in a week, whichever is greater, subject to applicable Legislation.

b) ***Opening Hours***

(i) ***Headquarters***

The normal hours of opening for the Chinook Regional Library Headquarters are 8:00 a.m. to 12:00 noon, 1:00 p.m. to 5:00 p.m. Monday through Friday.

(ii) **Branch Libraries**

The annual number of hours allocated by headquarters must be used for work carried out during **opening hours**. If a second person is required to assist in a branch library, this may be accommodated through volunteer assistance. However, volunteers do not replace the role of paid employees.

Opening hours should be standardized for the benefit of the public. However, variance from the established hours during the year can be acceptable under planned circumstance, e.g. closing during Christmas week, summer hours, etc.

The use of the designated number of hours per year by the branch staff must be at the approval of the local library board. This includes established opening hours, seasonal opening hours, authorized closings, etc. The branch librarian shall inform the Director/Rural Branch Manager and the Business Manager immediately in writing of such decisions. The monthly branch time sheets will verify the approved board decisions.

e.g. Seasonal hours

**Branch C - Total open hours= 10 hours/week
510 hours**

Sept. 1 - May 31

Mon. 12:30 - 4:30 p.m.

Wed. 6:00 - 9:00 p.m.

Fri. 12:30 - 4:30 p.m.

11 hours (418 hours)

June 1 - Aug. 31

Tues. 1:00 - 4:30 p.m.

Thurs. 1:00 - 4:30 p.m.

7 hours (91 hours)

Headquarters closes over the Christmas-New Year's period. Branch hours for the year are allocated over a theoretical 51-week year. Therefore, it is recommended that branch libraries close through the same period as does Headquarters. Branch exceptions can be considered if the openings through this period are justified, planned, and the necessary hours are available through the annual allocation or accommodated through local funding.

(iii) **Guidelines for Local Library Boards for Increasing Branch Hours**

The supervisor of branch libraries is responsible for advising the library director and the executive committee of branch hour requirements on an annual basis. The branch hour

recommendations are to be received by the library director by July 1 of each year so that they may be considered by the Executive Committee and when necessary, incorporated into the proposed annual operating budget which is considered by the board at their fall meeting, generally in November. The final approval of any adjustments to branch hours will be determined by the Executive Committee only after the annual operating budget for the region has been approved by the board.

The recommendations for branch hours will come either from the local board or the Rural Branch Manager. Increased hours for branch library opening will generally be granted beginning January 1.

The Local Board

Prior to requesting additional opening hours, the local library board is advised to survey patrons regarding current and desirable hours of opening for their branch library. The Director or Rural Branch Manager can assist the local board with the survey format.

The local board is advised to invite the supervisor of branch libraries to the meeting at which increasing branch hours is being discussed. This will allow for immediate discussion of concerns and merits of the request.

All requests for increasing branch hours should come to the Director or the Rural Branch Manager through a letter stating the motion of the local board. The letter should include how the extra hours will be used and why they are felt to be necessary. The local board will be advised through the process of approval.

Rural Branch Manager

The Rural Branch Manager, after initiating discussion with a local board, may recommend an adjustment of hours in the proposed annual operating budget. Final recommendations will be made only after approval has been received from the local board.

Adjustment of branch hours may include:

1. Additional opening hours (recommendation may suggest specific opening period)
2. Re-arrangement of current opening hours prior to adding additional opening hours

Criteria for Additional Branch Library Opening Hours

Priority will be given to communities that have recently improved local branch operating conditions or are prepared to

invest locally in their branch library. Such improvements might include:

- new or refurbished facility providing more collection space and/or improved ambiance
- region/local community sharing of opening hour expense, etc.

Additional factors to be considered:

Population served
Present circulation
Standards
Location of library
Interlibrary Loans
Programming
Community service (outreach)
Local initiative - librarian and board

At no time does this policy preclude the local board and/or municipal council paying directly or contracting with the region for additional opening hours.

c) ***Branch Staff Training***

Branch staff will be compensated at their hourly rate when training is at the request of Headquarters. If training is outside the home community, travel time will also be calculated at the hourly rate.

Where training is at the discretion of the staff member (i.e. Annual Branch Workshop) compensation will be in the amount as provided by the region's policy on Travel.

New employees at the branch level will be compensated at their hourly rate for training for a maximum of two weeks of opening hours.

d) ***Role of Volunteers***

The Chinook Regional Library recognizes the value of volunteers who are willing to contribute their time, energies and talents to the benefit of both volunteer and the library system.

Local library boards may enlist volunteers to assist in providing library services and programs. Volunteers are enlisted to augment basic library services, they do not replace the role of paid employees.

Training and supervision of volunteer library workers is the responsibility of the branch librarian. A volunteer may work in

the library only under supervision of the branch librarian. The Director/Rural Branch Manager shall be advised.

Volunteers are required to follow library procedures as described in the CRL Policy Manual, the CRL Staff Information Handbook, and the Bylaws, and Regulations of the regional library.

3. SALARIES AND BENEFITS

Wages, staff benefits, and some conditions of employment for all employees, other than Management, are recommended by a negotiating committee comprised of elected staff representatives, members of the Executive Committee of the Board, and the Director. Recommendations shall be considered by the Executive Committee of the Board and a final decision determined by the Board. Management staff shall meet with the Director at least twice a year to discuss items that are of a collective nature of Management. Any recommendations shall be forwarded to the Board for consideration and decision.

(Chinook Policy 2.3)

a) Vacation

(i) Management

Vacation pay and vacation leave accumulates at the rate of two working days per month to twenty-two working days per year for the first five years of employment. Commencing with the sixth year of employment vacation pay and vacation leave shall accumulate at the rate of two days per month for the first eleven months and three days for the twelfth month for a total of twenty-five days per year.

Commencing with the fifteenth year of employment vacation pay and vacation leave shall accumulate at 18.75 hours per month for a total of 30 days annually.

(ii) Staff – Full Time

Vacation pay and vacation leave accumulates at the rate of one and one quarter days per month (15 days per year) for the first four years of employment. Commencing with the fifth year vacation pay and vacation leave shall accumulate at the rate of one and two-thirds working days per month to a total of twenty working days per year. Commencing with the eleventh year of employment vacation pay and vacation leave shall accumulate at the rate of two days per month for the first eleven months and three days for the twelfth month for a total of twenty-five days per year.

Commencing with the sixteenth year of employment vacation pay and vacation leave will accumulate at a rate of 2.5 days per month for a total of 30 days per year.

(iii) **Staff – Part time**

Vacation pay is 3/52 of the gross earnings for the first nine years of employment and 3 weeks of vacation leave.

Commencing with the tenth year of employment, vacation pay is calculated at 4/52 of the gross earnings and 4 weeks of vacation leave. The anniversary date of employment is used in the calculation of vacation.

Vacation pay is paid every pay period.

Vacation pay and vacation leave are calculated in accordance with Provincial Labour/Employment Legislation which is subject to change.

(iii) **Addendum**

The year for the purpose of accumulating vacation leave shall be from January 1st to December 31st of the same year.

All vacation leave accumulated at December 31st must be taken prior to December 31st of the following year.

Full-time staff can take vacation leave as accumulated.

When a statutory/public holiday falls within an employee's annual vacation, it is not recorded as vacation.

All Headquarters staff requests for vacation leave shall be made in writing to the Director. Swift Current Branch staff requests shall be made to the Manager at the Swift Current Branch. Branch Librarian vacation is arranged with the Rural Branch Manager. Rural branch assistants request shall be made to the Branch Librarian. Requests should be made at least one week prior to the date the vacation is to commence.

Granting vacation leave shall be at the discretion of the Director, the Rural Branch Manager, or the Swift Current Branch Manager as immediate supervisors.

b) **Statutory / Public Holiday Pay**

Statutory / Public Holiday pay is calculated in accordance with applicable Legislation which is subject to change.

Statutory / Public Holidays

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

On all statutory / public holidays, Headquarters and the branch libraries will be closed. Any further details on statutory /public holidays will be observed as per current Provincial Labour/Employment Legislation which is subject to change.

For further information please contact the Business Manager.

Swift Current Branch is closed on Sunday and Monday whenever a Public Holiday falls on Monday.

c) ***Leave of Absence and Annual Increments***

The date for annual increments, following a leave of absence, is advanced for a period of time equal to the length of the absence.

d) ***Pension Plan***

Enrolment in the Municipal Employees' Pension Plan (MEPP) is compulsory for permanent full-time and part-time staff who must be enrolled on their first day of employment. New hires, regardless of status, who are currently employed with another MEPP employer must also be enrolled on their first day of employment. Contributions are determined by the Plan.

Enrolment is compulsory for all other employees who have completed 700 hours in each of two consecutive years or are presently employed with another MEPP employer, as per applicable Legislation, subject to change.

e) ***Group Insurance***

Group Benefits are compulsory for any employee as per the appropriate Legislation. The plan is cost shared between the employee and employer. Employees will be notified, and enrolled immediately upon reaching eligibility.

f) ***Christmas Closing: Headquarters***

Headquarters will be closed between Christmas and New Year's.

All Headquarters staff will be allowed to work extra time in excess of their normal hourly requirements equivalent to the work hours affected by the closing. Such time worked will be credited toward the time Headquarters is closed during the Christmas season.

Any extra time worked must be approved by the Director.

Staff members will have the option of accounting for the work time

affected by the closure as follows:

1. Work the equivalent extra time during the year;
2. Take time as part of paid vacation;
3. Take time without pay.

g) ***Employment Insurance Premium Reduction***

To meet the requirements of the EI reduced rate program, all full time employee will receive a half day paid leave the afternoon of December 24th, or on the last day worked prior to Christmas Day.

h) ***Banked Hours For Management***

Effective July 1, 2016, all hours worked in excess of the weekly 37.5 hours by Management will be banked as straight time and must be taken as time off. Annual hours paid will not exceed 1957.5 hours. The banked time accumulated during any one month cannot exceed 15 hours and must be used before the last day of the next calendar month.

4. PROFESSIONAL DEVELOPMENT

Each librarian within Management may attend annually a Library Conference as budgeted and approved by the Director.

Branch staff will be compensated at their hourly rate when training is at the request of Headquarters. If training is outside the home community, travel time is considered hours of work and paid at the employee's hourly rate.

New employees at the branch level will be compensated at their hourly rate for training for a maximum of two weeks of opening hours.

Compulsory attendance at the annual Branch Workshop applies to all staff.

Expenses, in accordance with the region's Travel Policy (4.1) will be paid for designated employees, selected by the Director to attend specific conferences, conventions, meetings, and workshops.

5. LEAVE OF ABSENCE

a) ***Personal Days - Full time Staff***

The Chinook Regional Library recognizes that there are times when personal circumstances require an employee be away from work due to an emergency or for personal business. A staff member employed as of January 1 shall qualify for 3 days of Personal Leave annually. Employees hired after January 1 will receive personal leave prorated after three complete months of employment.

- (i) Personal days are to be taken at the convenience of the staff member, subject to staffing and workload requirements.
- (ii) Scheduling of personal days must be done with the approval of the designated supervisor.
- (iii) When advance notification is not possible because of an emergency, the employee must contact their supervisor and request the personal day.
- (iv) Personal days can be taken in less than a 7.5 hour day if needed.
 - Personal days will be deducted as used.
 - Personal days are not cumulative from year to year and no compensation will be paid for unused time.
 - Personal Leave is available for use between the dates January 2nd through December 31st.

b) ***Sick Leave***

(i) ***Unpaid Sick Leave/Family Illness Leave***

Unpaid sick leave is granted to all employees as per applicable Legislation. For accurate details, employees are to contact the Business Manager.

(ii) ***Paid Sick Leave***

a. **Full time employees**

When an employee is ill, the employee must inform the immediate supervisor as soon as possible. If claiming sick leave benefits for a period of five or more days, the employee is required to provide a medical certificate which must include an estimated return to work date.

Sick leave shall accrue on actual hours paid at the rate of one and a quarter working days for every month employed, based on 7.5 hours per day. Maximum accrual allowed will be as per the current long term disability plan.

Sick leave benefits are accumulated only at the end of each month and become applicable on the first day of the following month.

Accumulated Sick Leave is to be used for an individual's own health reasons. This may constitute sick days at home, hospital confinement, or doctor, dentist, optometry, or other health related appointments.

b. Branch Librarians

The maximum sick leave credit accrued for Branch Librarians is \$250.00. When the maximum of \$250.00 has been reached benefits cease to accumulate. Sick leave benefits are calculated on the basis of the following formula:

$$\frac{a \times c \times d \times e}{b} = x$$

a - hours worked in the month by the branch librarian

b - hours worked in the month by headquarters staff

c - hours worked per day by headquarters staff

d - sick leave allocated in the month for headquarters staff

e - hourly rate of pay for librarian

x - sick leave accumulated in the month

i.e. a 48.0 hours b 165.0 hours c 7.5 hours
 d 1.25 days e \$12.79

Therefore: $x = \frac{48.0}{165.0} \times 7.5 \times 1.25 \times 12.79 = \34.77

c) **Bereavement**

(i) **Unpaid Bereavement**

Unpaid bereavement leave is granted to all employees as per applicable Legislation. For accurate details, employees are to contact the Business Manager.

(i) ***Paid Bereavement***

a. **Full-time Employees**

A maximum of 5 (five) days bereavement leave with pay, not necessarily consecutive days, shall be granted to full time employees of the Chinook Regional Library in case of death or serious illness in the immediate family. The definitions of immediate family member will be in accordance with applicable Legislation.

Bereavement leave shall be applicable for each immediate family member.

Leave to attend funerals of other relatives or friends may be taken either from other annual leave or without pay at the request of the employee to a maximum of three days in a calendar year.

b. **Branch Librarians**

Branch Librarians will be allowed bereavement leave of five consecutive days excluding weekends as long as either weekend day is not a regular branch opening day. This does not mean five days of scheduled work but five consecutive days, whether the employee is scheduled to work within that five-day period or not. Branch librarians will be paid at their regular rate for hours which they have been scheduled to work within those five consecutive days.

d) ***Absence Due To Inclement Weather***

(i) ***Headquarters and Swift Current Branch***

Staff members missing work time because of inclement weather shall have the following options:

1. Take time missed as part of paid vacation;
2. Take time missed from banked time previously accumulated;
3. Work time missed within one month of date time was taken;
4. Take time missed without pay.

(ii) ***Rural Branches***

If a local branch determines the need to close due to inclement weather the following procedures need to be followed:

1. The Rural Branch Manager must be informed (via email

- if unavailable by phone); cc'd to the Business Manager;
- 2. If possible, a notice must be posted on the library door informing the public of the closure;
- 3. Arrangements must be made with the Business Manager and the Rural Branch Manager to make up the hours the library was closed.

e) ***Employees Required to Serve as a Juror or Witness***

In the event that an employee is required to serve as a juror or subpoenaed in Court as a witness, the employee shall suffer no loss of pay, providing the employee advises that the juror or witness fees have been applied for and they shall be submitted to Chinook Regional Library upon receipt by the employee.

f) ***Other Leave of Absence***

An employee may be granted a paid or unpaid Leave of Absence as approved by the Director, the Rural Branch Manager or the Manager at Swift Current Branch for Swift Current Branch Staff in consultation with the Director. Leave may include educational purposes, attending to an immediate family illness, maternity, compassionate leave or other concerns as they may arise. These leaves will be in accordance with applicable Legislation.

6. TRAVEL

Staff will be reimbursed for any approved job related travel. All travel by staff, which requires reimbursement, must be pre-approved by the Director and/or Business Manager using the Staff Expense Form. Exceptions are: a) the Branch Workshop; and b) meetings at which staff are required to attend. (*Chinook Policy 4.1*)

If travel expenses are authorized the following will apply:

- a) **Meal Allowances:**
Provincial Government rate.
- b) **Mileage (for use of personal vehicle)**
Provincial Government rate.
- c) **Accommodation**
Receipts required for commercial lodging and private lodging. As much as possible accommodations will be arranged through headquarters.
- d) **Committee Meetings**
Executive Committee members receive an honorarium of \$35.00 per day for attending meetings or conferences pertaining to regional library business.

7. PHYSICAL ASSETS

Replacement value is only considered for physical assets that cost over \$500.00. Under normal circumstance:

- a) Total replacement value to be placed into the appropriate reserve will be determined in each instance.
- b) The replacement time for each physical asset will be determined on the date of purchase. Either the entire replacement amount in the year of purchase or equal annual instalments commencing with the year of purchase will be placed into the appropriate reserve.
- c) In the event that sufficient funds are not in place to cover the purchase of a specified physical asset, the balance of the cost will be accounted for in the year of purchase.
- d) If the cost of purchasing and replacing a physical asset is less than the amount assigned for that specified physical asset, the surplus may be transferred to the operating budget for the year of purchase.

8. LIBRARY MATERIALS

a) ***Library Materials***

All library materials listed in the Chinook Regional Library catalogue and readily available for loan shall circulate on the standard system loan period.

b) ***Basic Charges For Lost Or Damaged Material***

- (i) For processed material the actual retail replacement cost is charged. This information is indicated in the catalogue record.
- (ii) For older material, a replacement cost may not be indicated. A basic charge will be applied. These charges can be found in the SILS Circulation Procedures Manual. The basic valuation will also be applied as necessary for annual branch library collection additions and for collection insurance purposes.
- (iii) A refund will be provided only if the material in question is returned within 6 months with a receipt.

c) ***Gifts, Memorial Books and Charitable Donations***

(i) ***Gifts***

While the library gratefully receives gifts, all gifts will be evaluated for selection or rejection, in terms of the library's stated purposes.

Donations of books and other library material are accepted with the condition that the regional library reserves the right to select from the donations the materials best suited to the needs of its library collections, to place the materials where they are most needed, and to dispose of the remaining material as it sees fit. Once accepted and processed for the collection, the gifts become the property of the library.

(ii) ***Memorial Books***

The Chinook Regional Library will coordinate the acquisition and processing of library material for the purpose of a memorial donation.

Upon the receipt of a donation, the library will arrange for the acquisition of specific titles or material of a specific interest or subject provided the material is readily available and be placed

permanently in a particular library if so requested at the time of the donation.

A book plate acknowledging the memorial donation will be placed on the material. If, at some time, it is necessary to discard a memorial donation from the library collection, the Chinook Regional Library is under no obligation to replace the material for the purpose of continuing the original memorial donation.

(ii) ***Charitable Donations***

These may be made in the following ways:

- money
- money specified for the purchase of a book, program, or designated branch
- new books or other items with bill of sale

An income tax deductible receipt will be sent from Headquarters to the donor or to the branch receiving a branch specific donation. Name, full mailing address of the donor and the actual donation must be provided to Headquarters.

c) ***Library Collection***

(i) ***Collection Management***

Collection management is under the supervision of the Director. All cataloging is done at Headquarters. Materials are ordered at Headquarters with the exception of magazines which are ordered by the library branches following CRL guidelines and procedures.

(ii) ***Collection Weeding***

For practical reasons, books and other library materials must be constantly reviewed, keeping in mind the necessity of maintaining a valued as well as an up-to-date collection. From time to time the library holds public sales of discarded material. The Director is to provide guidelines for weeding.

9. INSURANCE

a) ***Business***

Chinook Regional Library carries a: 1) Business Policy, and 2) Board Liability Policy

b) ***Vehicle***

Chinook Regional Library vehicle(s) will be covered by an appropriate commercial auto policy.

10. LIBRARY FEES AND CHARGES

a) ***Library Access Fees***

Article 8 of the Chinook Regional Library Bylaws addresses Library Access fees.

b) ***Fees for Certain Library Services***

The Executive Committee shall set fees, or shall authorize local library boards to set fees, for those services for which it is entitled to collect a fee pursuant to The Public Library Act and / or Regulations.

c) ***Interlibrary Loan Photocopying Charges***

The regional library assumes financial responsibility for interlibrary loan photo-copying charges to a maximum of \$5.00 per item. Patrons will be informed if such costs exceed \$5.00 and must be willing to cover the cost over \$5.00 for the interlibrary loan to be transacted.

d) ***Long Overdue/Lost material Invoice Charges***

When an invoice must be issued to recover overdue or lost material, a billing fee of \$5.00 over and above the cost of the material shall be assessed against the borrower. In the event the assessment remains unpaid, the patron's borrowing privileges shall be suspended.