

**Chinook  
Regional Library**

**Policy Manual**

**March 2016**

# Chinook Regional Library Policy Manual

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**SECTION 1**

**FRAMEWORK POLICIES**

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### **1.1 OBJECTIVES OF THE ORGANIZATION**

- 1.1.1 To provide all persons in the associated municipalities with ready access to all cultural, informational, and recreational materials.
- 1.1.2 To promote the use of such materials.
- 1.1.3 To encourage the development of active local library boards and branches.
- 1.1.4 To support all groups working to strengthen library service, especially the Saskatchewan Library Trustees' Association, the Saskatchewan Library Association, the Canadian Library Trustees' Association, and the Canadian Library Association.
- 1.1.5 To co-operate with other libraries in Saskatchewan, Canada, and outside Canada in sharing resources and improving library services. That we recognize the Saskatchewan Library Association's standards for libraries within regional library systems in Saskatchewan.

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### **1.2. ORGANIZATION**

- 1.2.1 The Chinook Regional Library is a body corporate and politic operating under the authority of The Public Libraries Act
- 1.2.2 The Chinook Regional Library is administered by a board constituted and operated as set out in the bylaws.
- 1.2.3 Bylaws and policies are subject to review as required, but at no longer than 5 year intervals.

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**1.3. COLLECTION**

- 1.3.1 The library collection shall be as universal as budgets allow. Emphasis shall be given to classes of material that will be of the greatest value and interest to the greatest number.
- 1.3.2 By definition the collection will contain material unpleasant or offensive to some. The aim shall be to build a collection that contains a representative balance of all viewpoints. Criticism of the collection based on one or a few items will be rejected as the collection must be viewed as a whole. Sex education oriented material shall be catalogued and placed in the non-fiction area to be available for use in the teaching of sex education.
- 1.3.3 The whole collection shall be available to all borrowers without hindrance, with the exception of DVDs restricted by age group according to provincially mandated regulations.
- 1.3.4 Donations of materials are welcomed. They become the property of the Chinook Regional Library to be added to the collection or disposed of as the library sees fit.
- 1.3.5 The Statement of Intellectual Freedom of the Canadian Library Association is affirmed.
- 1.3.6 In purchasing materials every effort shall be made to use Canadian wholesalers, publishers, or agents as suppliers.
- 1.3.7 The Saskatchewan Provincial Library has at times developed collections of special materials for use within the province. The Chinook Regional Library will not develop collections in these areas until such time it is felt necessary to do so.

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## **SECTION 2**

### **STAFF POLICIES**

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### **2.1 EMPLOYEE CLASSIFICATIONS**

Permanent Full Time: a person filling an established permanent position with regularly scheduled hours of 37.5 each week.

Permanent Part Time: a person filling an established permanent position with regularly scheduled hours of less than 37.5 hours each week.

Casual: A person filling a position where hours are established on an as needed basis according to the needs of the library.

Temporary: a person filling a full time or part time position on a temporary basis which has a definite start and end date.

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**2.2 HIRING OF STAFF**

- 2.2.1 All employees must complete a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) as a condition of employment.
- 2.2.2 Selection of staff members is based solely on merit; careful consideration is given to the education, skill, experience and personal attributes of each candidate. There is no discrimination or favouritism because of race, creed, gender, sexual orientation, marital status, family status, or political affiliation.
- 2.2.3 While the employment of related persons in the same location is permissible, additional precautions must be taken to ensure that conflict of interests do not arise. Examples of conflict of interests include, but are not limited to:
- determining wages or benefits
  - hiring
  - promotion
  - handling grievances
  - discipline
  - determining work assignments
  - approving expenses or overtime
  - having access to confidential information
- If a conflict of interest arises, the Chinook Regional Library the Employee Concern Resolution process outlined in policy 5 will be followed.
- 2.2.4 Current members of staff who have the necessary qualifications will have the opportunity to apply for available positions.
- 2.2.5 All positions will be posted through Headquarters and all resumes must be forwarded to Headquarters.
- 2.2.6 Branch librarians will be hired by management staff in cooperation with the local board.
- 2.2.7 All other branch positions may be hired by the branch librarian and local board together with consultation with Headquarters. Headquarters management staff will act as a resource and provide assistance with hiring as needed.

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Date Amended and Approved: March 1, 2016

**2.3 WAGES AND BENEFITS**

Wages, staff benefits, and some conditions of employment for all employees shall be determined through a negotiating committee comprised of elected staff representatives, members of the Executive Committee of the Board, and the Director.

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**2.4 WAGES FOR TEMPORARY PERFORMANCE OF A HIGHER DUTY**

- 2.4.1 In the event an employee is assigned work normally performed by an employee working in a higher pay grade for a period of greater than five consecutive working days, that staff member shall receive a salary commensurate with the higher position.
- 2.4.2 The employee will be paid using the higher pay grade and will be placed temporarily in the step that is next higher to their current rate of pay.
- 2.4.3 In the event an employee is temporarily re-assigned a lower paid position, that employee shall continue to receive their current rate of pay.

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**2.5 SERVICE AWARDS**

- 2.5.1 Full time and part time staff will receive a farewell gift at the end of employment with Chinook Regional Library.
- 2.5.2 This gift will be presented only to employees who have ten or more years of service.
- 2.5.3 The value of this non cash gift will be based on a maximum of \$10.00 per each year of full or part time service using the anniversary of the employee's date of hire.

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### 2.6 EMPLOYEE CONCERN RESOLUTION POLICY

2.6.1 Chinook Regional Library believes in the following:

- due process for all individuals
- due regard for personal safety and security (reference Article 10 of the Chinook Regional Library Bylaws-2006)
- due diligence

An individual with a concern has the right to follow an established employee concern resolution process. The process begins with direct communication by/with the employees involved. There must be documentation at each step of the process, using the Employee Concern Resolution Form. The employee **must receive a completed and signed copy** of the form at the conclusion of each meeting.

2.6.2 Steps in the Process:

2.6.2.a The individual will bring the concern or issue to the attention of their immediate supervisor. The immediate supervisor may be the Branch Librarian, Rural Branch Manager, the Swift Current Branch Manager, or the Director. All attempts will be made to come to a resolution at this level.

2.6.2.b Individuals who are uncomfortable with or unable to comply with step number one must consult their area staff representative who will support them by being in attendance when they speak to their immediate supervisor.

2.6.2.c If the employee is not satisfied and believes that the concern remains unresolved they have two choices: (1) present the issue in writing to their staff representative who will forward it to the Director; or 2) present the issue in writing directly to the Director.

2.6.2.d Upon receipt of the written concern, The Director will meet with the employee within 14 days, and work towards a satisfactory resolution. In the event of the absence of the Director, this meeting shall occur within seven days of the Director's return to work.

2.6.2.e If the employee is not satisfied with the outcome, they may request in writing to the Director, a full review of the matter by the Board Chair. The Board Chair shall work together with the Director and the employee to resolve the situation.

2.6.2.f When all steps of the Employee Concern Resolution Policy have been properly followed and the issue remains unresolved, the employee shall present the issue and its accompanying documentation to the Board Chair

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with a request for a full review by the Board. The Board will be the final point of resolution for all employee concerns.

2.6.2.g No more than 30 calendar days may elapse from the time the Board receives written notice of a concern by an employee to the time the Board issues a written final decision to resolve the concern.

2.6.2.h The Board has no obligation to hear any employee concern if steps in the Employee Concern Resolution Policy have not been followed.

2.6.2.i The employee must receive a completed and signed copy of the Employee Concern Resolution Form following each meeting. The original copies of the Employee Concern Resolution Forms will be filed in the employee's personnel file at headquarters. If, after a period of three years, the concern remains resolved, all documentation will be destroyed.

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**Chinook Regional Library**  
**Employee Concern Resolution Form**

Name of Employee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Personnel Attending the Meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Description of the concern:

2. Description of steps taken/attempts made toward a resolution:

3. The resolution was  successful **OR**  unsuccessful

4. Attempts at resolution have failed because:

Signatures of Attendees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2.7 EMPLOYEE PERFORMANCE REVIEW POLICY**

Employee performance reviews are intended to provide employees with feedback on job performance and areas for improvement and growth. They also provide opportunities to plan yearly work objectives and an improvement plan for specific areas according to need.

- 2.7.1 Employee performance reviews should: 1) review, summarize, and evaluate the work done by employees; 2) help employees plan their work in a way that supports the goals of CRL; and 3) provide employees with meaningful information about their work.
- 2.7.2 Employee performance reviews are completed at the end of the probationary period of three months, following the first year of employment, and every three years thereafter. However, an employee performance review may be completed at any time if: 1) requested by the employee; or 2) there is just cause for a review of an employee by the immediate supervisor.
- 2.7.3 Employee reviews will be conducted through a written process.
- 2.7.4 The employee and immediate supervisor both participate in the review of the employee's performance. The immediate supervisor may be the Branch Librarian, Rural Branch Manager, the Swift Current Branch Manager, or the Director.
- 2.7.5 When there is a performance review scheduled for a branch librarian, the Local Board, in cooperation with Management, may provide input; however, Management is responsible to complete the final review.
- 2.7.6 Factors which are evaluated are related to the employee's work performance and conduct may include, but are not limited to: (1) quality of work; (2) expectations set forth in the job description; and (3) adherence to organizational policy and procedures.
- 2.7.7 Following completion of the employee's self-evaluation and the immediate supervisor's evaluation of the employee's performance, the employee will meet with his/her immediate supervisor to complete the performance review
- 2.7.8 The performance review will be signed by both the employee



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and his/her immediate supervisor. One signed copy of the completed performance review will be given to the employee and one copy placed in the employee's personnel file.

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## **SECTION 3**

### **POLICIES RELATED TO FACILITIES**

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**3.1 BRANCH FACILITIES**

- 3.1.1 Every effort shall be made to see that each local library branch is built and maintained so as to be able to meet the needs of its community.
- 3.1.2 School housed branches will be discouraged in all but exceptional circumstances.

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## **SECTION 4**

### **POLICIES RELATED TO TRAVEL**

## **4.1 TRAVEL**

Chinook Regional Library recognizes the need for staff and trustees to travel to meet the responsibilities of their jobs. Staff and trustees are required to use the most cost effective method of travel. Every effort will be made to limit out of pocket expenses and still be accountable for wise use of resources entrusted to CRL. The Business Manager should be contacted to book the company vehicle or a rental as needed.

- 4.1.1 Travel should be planned to include more than one branch within the CRL region whenever possible.
- 4.1.2 Staff and trustees should plan to travel together when possible.
- 4.1.3 The Business Manager will make accommodation bookings.
- 4.1.4 For meetings lasting more than a day contact the Business Manager to arrange accommodation.
- 4.1.5 Room summaries must be obtained for all hotel bookings paid by CRL.
- 4.1.6 Where possible staff are expected to return on the same day. when attending a one day meeting. In an emergency situation when circumstances including weather conditions or length of meeting make accommodation necessary the Business Manager should be contacted to arrange accommodation, but if unavailable, a hotel should be booked and the Business Manager notified.
- 4.1.7 Conference attendance must be pre-approved.
- 4.1.8 When attending a conference or any sessions with a cost to attend, booking should be done in time to use the early bird rate. The Business Manager may be contacted for assistance.
- 4.1.9 Plane travel where necessary must be booked at the lowest available rate
- 4.1.10 In cases where employees must use a personal vehicle for travel, reimbursement will be paid at current provincial government rates.

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- 4.1.11 Meal reimbursement with receipt is provided up to a maximum of the amount covered by provincial government rates and follows provincial standards as outlined below when reimbursement is provided.
- 4.1.12 No claim for meal reimbursement may be made for: breakfast if departure is later than 7:30 am or return is before 8:30 am; lunch if departure is later than 11:30 am or return is earlier than 12:30 pm; supper if departure is later than 5:30 pm or return is earlier than 6:30 pm.
- 4.1.13 However in cases where an employee is away from their usual workplace after 5:30 pm and works 6 hours after 5:30 pm they will be eligible for supper reimbursement.

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Date Amended and Approved: November 3, 2015

## **SECTION 5**

### **POLICIES RELATED TO FINANCIAL MANAGEMENT**

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**5.1 BRANCH FINANCIAL ACCOUNTABILITY**

- 5.1.1 A board Revenue or Expenditure exceeding \$50,000.00 requires that an accredited audit be filed.
- 5.1.2 A board Revenue or Expenditure exceeding \$5,000.00 but not exceeding \$50,000.00 requires the signature of a Financial Reviewer in addition to the Statutory Declaration of the Chairperson or Municipal Administrator or Clerk.
- 5.1.3 A board Revenue or Expenditure up to and including \$5,000.00 does not require a Financial Reviewers Report but it is still recommended. The Statutory Declaration must be filed by the Chairperson or Municipal Administrator or Clerk.

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## **SECTION 6**

### **POLICIES RELATED TO PROFESSIONAL DEVELOPMENT**

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### **6.1 MEMBERSHIPS**

- 6.1.1 The regional library will pay memberships for each member of the regional staff and board in library organizations or associations as recommended by the library director and approved by the board.
- 6.1.2 The library may hold institutional membership in organizations as approved by the board for the direct benefit of the library or in support of the organization.

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**6.2 CONFERENCES, CONVENTIONS, MEETINGS**

- 6.2.1 For committee and executive meetings there is an honorarium for all executive members of the board.
- 6.2.2 Expenses for all delegates to the annual meetings (AGM and fall meeting) will be the responsibility of the municipality represented.
- 6.2.3 Expenses, in accordance with the region's travel allowance, will be paid for all executive members to attend the Saskatchewan Libraries annual conference.
- 6.2.4 Expenses, in accordance with the region's travel allowance, will be paid for delegates to attend board-approved conferences, conventions, or meetings within or outside the region. Delegates will be chosen by majority vote of the executive.
- 6.2.5 Expenses, in accordance with the region's travel allowance will be paid for the library director to attend the Saskatchewan Library Association annual conference, the Canadian Library Association annual conference, and any such other conferences, conventions, and meetings at which the director's attendance is desirable or essential for the efficient operation of the library.
- 6.2.6 Expenses, in accordance with the region's travel allowance, will be paid for designated employees, selected by the library director with approval by the Executive Committee, to attend specific conferences, conventions, meetings, and workshops.

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