
Medicine Hat Public Library
Category: Human Resources

Policy No. HR.3
Title: Acting Chief Librarian Policy
Date Approved: 2009 05 06

Purpose: To ensure an automatic designation of authority for making essential decisions when the Chief Librarian is absent from the library.

1. Absences for Periods up to Eight Weeks

- 1.1 The position of Acting Chief Librarian will be filled by Heads of Department on a rotational basis to be altered annually on 1 January. Each Head of Department is responsible for assuming the office of Acting Chief Librarian automatically during their assigned year.
- 1.2 It is understood that the Head of Department responsible for the office of Acting Chief Librarian will attempt to schedule holidays at a time when the Chief Librarian will not be away. In the event of an absence of both the Chief Librarian and the Acting Chief Librarian, the Head of Department designated as Acting Chief Librarian for the following year will temporarily assume the office of Acting Chief Librarian.
- 1.3 To alleviate some of the pressure on the Acting Chief Librarian, major decisions should be made through consensus between the Heads of Department if possible.
- 1.4 The Acting Chief Librarian will be expected to fulfil only the essential duties of the Chief Librarian. The Acting Chief Librarian will still be considered responsible for the duties inherent in his/her position as Head of Department.
- 1.5 Essential duties of the Chief Librarian are considered those duties involving direct supervision of staff, liaising with the Board, the City, and the public, making budgetary and other library management decisions. Essential duties do not include initiating new projects, establishing new relationships, developing new marketing or public relations initiatives, applying for grants or awards.

2. Single Absence for a Period Greater than Eight Weeks

- 2.1 The office of Acting Chief Librarian will be filled on a rotational basis for eight week periods.
- 2.2 The order of rotation will be as follows
 - first eight weeks: person designated as Acting Chief Librarian for that year (see 1.1)
 - second eight weeks: person designated as Acting Chief Librarian for the following year
 - third eight weeks: person designated as Acting Chief Librarian for two years hence
 - rotation continues, returning to the first person, until the Chief Librarian returns or the Chief Librarian's position is filled.
- 2.3 The Acting Chief Librarian will be expected to fulfil only the essential duties of the Chief Librarian. The Acting Chief Librarian will still be considered responsible for the duties inherent in his/her

position as Head of Department.

3. Long Absences of Known Length

3.1 If the Chief Librarian is to be absent for a period of greater than twenty-six weeks, the Board will consider hiring a temporary Chief Librarian.

4. Compensation

4.1 For absences of one working week or less, no compensation will be made to the Head of Department filling the office of Acting Chief Librarian.

4.2 For planned absences of greater than one working week, compensation will be made to the Head of Department filling the office of Acting Chief Librarian at the commencement of the Chief Librarian's absence.

4.3 For unplanned absences of greater than one working week, compensation will be made to the Head of Department filling the office of Acting Chief Librarian at the commencement of the second week of the Chief Librarian's absence.

4.4 Compensation will be an additional ten percent (10%) of the Acting Chief Librarian's current salary.

4.5 If the office of Acting Chief Librarian is being filled for a period of over four (4) continuous weeks, additional staffing hours can be added to the Acting Chief Librarian's home department to cover some of the basic duties of the Head of Department.