

Medicine Hat Public Library  
Category: Human Resources

Policy No. HR.1  
Title: Human Resources Policy  
Date Approved: 2005 02 02

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**Purpose:** The relationships between groups within the Library and the Library and other organizations is complex. Outlining those relationships and establishing policy for basic human resource practice is essential in ensuring that best practice is achieved.

1. Union employees
  - 1.1 The Medicine Hat Library Board recognizes the Canadian Union of Public Employees (CUPE), Local 46, Medicine Hat, as a legitimate bargaining unit of the employees of the Medicine Hat Public Library.
  - 1.2 The Library Board's policies with respect to salaries, working hours, grievance procedure, annual vacations, statutory and paid holidays, leave, compensation for injuries, over-time pay, benefits, disciplinary action, promotions, new positions, vacancies and appointments, seniority, and termination are contained in the signed collective agreement between the Library Board and CUPE Local 46 of Medicine Hat.
  - 1.3 Individual Board trustees shall not deal directly with members of the union on issues covered in the collective agreement. These issues shall be directed to the Chief Librarian.
  
- 1 Non-Union Employees
  - 1.1 Non-union employees of the Medicine Hat Public Library consist of the Chief Librarian, Department Heads, and the Administrative Assistant.

- 1.2 Non-union employees' salaries, benefits, and conditions of employment are reviewed annually by the Human Resources Committee and discussed with the non-union employees. (Policy HR. 2) Changes shall be brought forth as recommendations by the Chief Librarian for approval by the Board.
- 2 City of Medicine Hat Departments
  - 2.1 The Library Board utilizes the payroll services of the City of Medicine Hat.
  - 2.2 The City of Medicine Hat:
    - 2.2.1 Computes salaries on the basis of information provided by the Library.
    - 2.2.2 Deposits pay into staff bank accounts and issues pay stubs.
    - 2.2.3 Maintains computerized records of sick leave and vacations based on information provided by the Library.
    - 2.2.4 Controls all information regarding employee negotiated benefits.
    - 2.2.5 Holds employee personal information for tax and benefits purposes and maintains a copy of the employee's letter of acceptance and letter of hire.
    - 2.2.6
    - 2.2.7 Provides other services as negotiated from time to time.
  - 2.3 The Library Board shall decide the extent to which the services of the City's Departments will be utilized.
- 3 Job Descriptions
  - 3.1 The Library Board, through the Joint Job Evaluation Committee, will ensure that all Library job descriptions are relevant and up-to-date.
  - 3.2 Job descriptions will be reviewed every three years in accordance with the job review cycle outlined in the Joint Job Evaluation Manual.
- 4 Organizational Chart
  - 4.1 An organizational chart will be prepared by the Chief Librarian and revised when necessary.
- 5 Performance Evaluations
  - 5.1 Under the direction of the Chief Librarian, all employees will be given a written performance appraisal every twelve months.
  - 5.2 All new union employees will receive a written evaluation at the end of the third month of employment and again after the sixth month.
  - 5.3 All new non-union employees will receive a written evaluation at the end of the sixth month of employment and again at the end of the twelfth month of employment.
  - 5.4 If more frequent appraisals are desired for any employee, they shall be carried out at the discretion of the Chief Librarian in consultation with Department Heads.
  - 5.5 All completed appraisals shall be signed by the appraiser and the employee, forwarded to the Chief Librarian for information, and placed in the employee's file.
  - 5.6 The Chief Librarian's evaluation:
    - 5.6.1 The Human Resources Committee is responsible for coordinating the annual evaluation of the Chief Librarian.
    - 5.6.2 It is expected that all Board trustees will fill out a Chief Librarian evaluation.

Evaluation forms are returned to the Chair of the Human Resources Committee.

- 5.6.3 All evaluations are confidential. Individual evaluations are only seen by the Chair of the Human Resources Committee. The Chair of the Human Resources Committee is responsible for creating a compiled evaluation.
- 5.6.4 The Chief Librarian is provided with a compiled evaluation and meets with the Board Chair to discuss the evaluation.
- 5.6.5 If, during the evaluation process, serious concerns about the Chief Librarian's ability to fulfill job requirements are raised, the Board Chair will consult with the Human Resources Committee. At this time all Human Resources Committee members will have access to the compiled evaluation.
- 5.6.6 The Board Chair provides a summary of the evaluation to the whole Board. Other than the Board Chair and the Chair of the Human Resources Committee, no Board trustee sees the compiled evaluation except in the case of 6.6.5.

## 6 Confidentiality of Employee Records

- 6.1 The Library Board will protect the confidentiality of employee records through appropriate measures.
- 6.2 Employees' personnel files are only available to the following persons:
  - 6.2.1 The employee
  - 6.2.2 The employee's supervisor, with the Chief Librarian's agreement
  - 6.2.3 The Chief Librarian
  - 6.2.4 The Administrative Assistant who maintains the overall files and updates the attendance and payroll information
  - 6.2.5 The Human Resources Committee only when dealing with a grievance and only those documents relevant to the grievance
- 6.3 Employees' medical records are filed separately from their personnel files. Medical records are only available to the following persons:
  - 6.3.1 The employee
  - 6.3.2 The Chief Librarian
- 6.4 All documents will be maintained in accordance with the Freedom of Information and Protection of Privacy Act and Regulations.