

# West Perth Public Library

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## Human Resources Management

### Purpose

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.”

The West Perth Public Library Board, as the employer of all library staff, seeks to create and maintain a work environment that is conducive to attaining its mission and values.

1. *Appropriate staffing is in place to provide services to the community.* There is a sufficient number of employees who receive ongoing training and skill updating, and there is someone who can step in to run the Library on an emergency basis in the absence of the Library CEO.
2. *Employees are treated fairly and professionally.* Human resources policies and procedures respect and adhere to provincial legislation related to employment and, where possible, go beyond minimum standards. These policies are applied consistently to all library and municipal employees. Employees are aware of these policies and procedures, and have a vehicle for expressing an ethical dissent or reporting that human resources policies have not been followed.
3. *Employees receive fair compensation.* Rates of pay and benefits do not deviate materially from the geographic and professional market for the skills employed, and compensation adheres to the principles of pay and internal equity.
4. *The personal information of all employees is kept confidential.* Employee records may be accessed only by the CEO, direct supervisor or HR professional who must protect the privacy of employees.

### Responsibilities

The Library Board is the employer of all library staff, and ultimately responsible for all human resources decisions.

1. The Library Board approves all policies that are in support of its vision for human resources management, including any clauses or practices originating from the Municipality.
2. The Library Board, as a *collective whole*, hires and manages the Library CEO.

3. The Municipality provides payroll processing as well as HR support and guidance, in accordance with the *Memorandum of Agreement* between the West Perth Public Library and the Municipality of West Perth.

The Library CEO is responsible for human resources management within the Library.

1. The CEO develops human resources policies that support the Board's vision, for Library Board approval.
2. The CEO keeps abreast of legislative and social changes which have an impact on the Board's human resources policies and procedures.
3. The CEO hires and manages all library employees, either directly or through other supervisors.

### **Employee Records**

The Library and Municipality maintain current, confidential information for each library employee to meet statutory requirements such as income tax, pension, and employment insurance benefits. Information is kept to provide documentation to substantiate decisions on hiring, promotion, compensation, benefits, disciplinary action, and termination.

1. Employee records are secure, and electronic records are password-protected.
2. An employee may request, and will be granted, access to his or her records.
3. An employee is not permitted to remove or add anything to the content of the employee files.
4. Where a Board member seeks access to an employee's personal information, the Board member may only obtain the personal information:
  - a) in compelling circumstances affecting the health or safety of an employee;
  - b) in compassionate circumstances to facilitate contact with the next of kin or a friend of an employee who is injured, ill, or deceased;
5. Each record contains basic administrative information including emergency contact numbers, benefits, salary and tax-related information, letter of employment, performance appraisals, and professional development information.
6. A record of emergency contact information for each employee is maintained; employees should advise the employer promptly of any change to their personal information held at the Library and/or Municipality.
7. Records that are no longer required are destroyed in a secure manner.

8. Any breach of privacy must be reported to the CEO.

### **Employee Communications**

Well-informed employees contribute to stronger organizational decision-making, and better represent the Library to the public.

1. Reports, long-term plans, and operational information are circulated to employees.
2. The CEO and/or supervisors meet regularly with employees to facilitate strong staff participation in the workplace.

### **Legislation and Exemptions**

The Library shall follow the Ontario *Employment Standards Act*, S.O. 2000 (ESA) and all subsequent versions of the Act. The CEO shall work within the Act, including following any exemptions to the Act.

In accordance with the ESA, the following are exemptions to the Act when an individual described below works as a volunteer or for compensation:

- a) A secondary school student who performs work under a work experience program authorized by the School Board that operates the school in which the student is enrolled;
- b) An individual who performs work under a program approved by a college of applied arts and technology or a university;
- c) A participant in community participation under the *Ontario Works Act*, 1997;
- d) An individual who performs work under an order or sentence of a court or as part of an extrajudicial measure under the *Youth Criminal Justice Act*;
- e) An individual who performs work in a simulated job or working environment, if the primary purpose in placing the individual in the job or environment is his or her rehabilitation;
- f) Any prescribed individuals listed in ESA 2000, c. 41, s. 3 (5); 2006, c. 19, Sched. D, s. 7. 2.

These individuals shall have employment standards as prescribed by the various governing bodies (e.g. secondary school, college, Ontario Works program, etc.), and not the ESA. However, these individuals will be bound by the policies of the Library, including all human resources and health & safety policies.

### **Posting of Rights and Obligations Poster**

As required under the *Employment Standards Act*, the Library CEO will post a copy of the "Employment Standards in Ontario" poster in a location where it will be seen by all employees.

## **Related Documents:**

West Perth Public Library Policy. *Health and Safety.*

West Perth Public Library Policy. *Prevention of Workplace Violence.*

West Perth Public Library Policy. *Safety, Security, and Emergencies.*

West Perth Public Library Policy. *Workplace Discrimination and Harassment.*

Municipality of West Perth. *Employee Policy Manual.*

Municipality of West Perth. *Health and Safety Manual.*

Municipality of West Perth. *Memorandum of Agreement with West Perth Public Library.*

Government of Ontario. *Employment Standards Act, 2000.*

Government of Ontario. *Public Libraries Act, R.S.O. 1990.*

Government of Ontario. *Ontario Works Act, 1997.*

Government of Canada. *Youth Criminal Justice Act, S.C. 2002.*

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