



Section of Policy Manual: Personnel	Policy No. : PER-05
Subject: Human Resource Management	Policy Approval Date: Sept. 12, 2019
Year of next review: September 2023	Last Review/Revision Date: New Policy

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

Section 1: POLICY OBJECTIVES

To ensure that:

A sufficient number of qualified personnel are employed to serve the community of Gravenhurst as well as provide coverage during staff illness, vacation and leaves of absence.

1. *Employees are treated fairly and professionally* as outlined in the **Employment Standards Act**, S.O. 2000 (ESA).
2. *Employees receive fair compensation* based on rates of pay and benefits in the geographic and professional market for the skills employed, and compensation that adheres to the principles of pay and internal equity.
3. *The personal information of all employees is kept confidential.* Personnel records may be accessed by the CEO/Chief Librarian and/or a Town of Gravenhurst Human Resources designate who must protect the privacy of employees.



Section 2: RESPONSIBILITY

Part 1 - The Library Board is the employer of all Library staff and is ultimately responsible for human resources decisions.

1. The Library Board develops and approves all policies that are in support of the guidelines for human resources management which may include clauses, practices or policies originating from the municipality.
2. The Library Board, as a *collective whole*, directly hires and manages the CEO/Chief Librarian. The CEO/Chief Librarian is responsible to the Library Board and collaborates with the Library Board on the development of human resource policy.
3. The municipality assists with payroll processing and provides support and guidance in a number of human resources areas, such as recruitment.
4. The Library Board may establish a committee to undertake specific human resources work on behalf of the Board as a whole, in which case, terms of reference for the committee will be established.

Part 2 - The CEO/Chief Librarian is responsible for human resources management within the Library.

1. In conjunction with the Policy Committee, the CEO/Chief Librarian develops human resources policies that support the Library Board's objectives.
2. The CEO/Chief Librarian keeps informed of legislative and social changes which have an impact on the Library Board's human resources policies and procedures.
3. The CEO/Chief Librarian hires and manages all Library employees.

Section 3: EMPLOYEE RECORDS

With assistance from the Town of Gravenhurst's Human Resource Department, the CEO/Chief Librarian maintains current, confidential information for each 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 kept as electronic files by the CEO/Chief Librarian and paper copies are kept in a secure location at the Town of Gravenhurst. All electronic records are password-protected.
2. An employee may request and will be granted supervised 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 Library 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 such as 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 also maintained and employees should advise the employer promptly of any change to their personal information held at the Library.
7. Records that are no longer required are destroyed in a secure manner.
8. Any breach of privacy must be reported to the CEO/Chief Librarian.

Section 4: EMPLOYEE COMMUNICATIONS

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

1. Policies, reports, long term plans and operational information are circulated to employees by the CEO/Chief Librarian.



2. The CEO/Chief Librarian meets regularly with employees to facilitate strong staff participation in the workplace.

Section 5: LEGISLATION AND EXEMPTIONS

The Library Board shall follow the Ontario ESA and all subsequent versions of the Act. The CEO/Chief Librarian 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 (Canada).
- 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, S.O. 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 Personnel, Health & Safety policies and the Volunteer Program Policy PER-04.

Section 6: POSTING OF RIGHTS AND OBLIGATIONS POSTER

1. As required under the ESA, the CEO/Chief Librarian will post a copy of the "Employment Standards in Ontario" poster in a location where it will be seen by all employees. In addition, all new employees will be provided with a print copy of this poster within 30 days of the date that the person becomes an employee.



Related Documents:

***Employment Standards Act*, S.O. 2000**

***Public Libraries Act*, R.S.O. 1990, c. P44, s. 15(1)**

Gravenhurst Public Library Policy No. 16: Code of Conduct

Town of Gravenhurst Employee Confidentiality Statement

Gravenhurst Public Library New Hire Checklist