

**Area:** Human Resources

**Policy Title:** Terms & Conditions of Employment

**Policy Number:** HR-03

**Initial Policy Approval Date:** January 22, 2013

**Last Review:** May 27, 2020

**Year of next review:** 2024

The Library Board's terms and conditions of employment are in compliance with the Ontario ***Employment Standards Act S.O. 2000, Chapter 41.***

### **Section 1: Hours of Work**

1. The Library's hours of operation are set by the Board in response to community needs and include morning, afternoon, and evening hours, throughout the week, including weekends. As such, Library employees' hours of work are scheduled to support the delivery of Library service to the public.
2. All breaks including rest and lunch breaks are scheduled by the CEO or designate.
3. Staff is entitled to a 30 minute break free from work, taken within five hours of the start of the shift.

### **Section 2: Overtime**

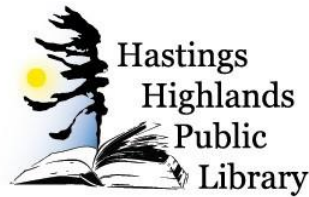
1. All overtime shall be pre-authorized in writing by the CEO.
2. All CEO overtime shall be pre-authorized by the Board as per their contract.

### **Section 3: Attendance**

1. Staff is responsible for communicating anticipated absences at least 24 hours before the start of a shift. Other unanticipated absences should be reported to the CEO or designate as soon as possible.
2. Repeated attendance problems may be cause for formal discipline.

### **Section 4: Dress**

1. The Library strives to present an approachable and professional image to users and visitors. Staff members are requested to wear business or business casual attire. Clothing must be clean and in good condition.
2. Supplied nametags are requested to be worn.



### **Section 5: Inclement Weather and Unscheduled Library Closing**

1. Occasionally the Library will be closed due to inclement weather or other circumstances beyond control. If the CEO decides to close the Library, staff scheduled to work that shift will be paid. Staff will not be paid should they be unable to reach the Library due to inclement weather when the Library is open.
2. When weather deteriorates or a maintenance issue occurs during the workday that requires the Library to close, staff sent home will be paid for the remainder of their shift.

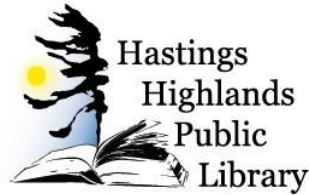
### **Section 6: Professional Development**

Professional development is a shared responsibility of the Hastings Highlands Public Library and the staff. Professional development allows staff to enhance their skills and meet the evolving needs of the Library.

1. Staff may be required to participate in professional development activities.
2. Staff must obtain prior approval from the CEO for participation in, and reimbursement for, all professional development activities.
3. The Library pays staff to attend approved events including seminars, workshops, and conferences. The Library pays for the cost of registration and travel expenses.
4. Fees for courses or tuition will be fully reimbursed to staff if courses relate directly to current work requirements. Fees will be reimbursed when proof of successful course completion is submitted.
5. Fees for courses or tuition may be reimbursed by up to 50% if courses are developmental and increase competencies or provide for career progression. Staff will receive reimbursement after submitting proof of successful completion.

### **Section 7: Conflict of Interest**

1. As a public sector employer, the Library must ensure that its activities are consistent with public interest. Conflict of interest is a matter of personal responsibility and integrity and should be guided by the principles of service to the public and common sense.
2. Conflict of interest is defined as a conflict between a staff member's personal interest and his or her role with the Library as a publicly funded employee. It generally arises when an



individual has the opportunity to influence decisions in ways that could lead to personal benefit or advantage.

3. Conflict of interest may exist when a monetary gain has been or may be conferred on an individual and includes both actual and perceived conflicts. Direct monetary interest is one in which an individual staff member or his or her family could benefit from a decision while a larger group of people could not.
4. Conflict of interest includes any social, professional, personal, or organizational affiliation that is so substantial as to interfere or appear to interfere with a staff member's responsibility to the library.
5. A staff member is required to disclose to the CEO, as soon as it arises, circumstances that may represent an actual, perceived, or potential conflict of interest. This includes disclosure of financial interests in any entity known to have business, directly or indirectly, with the Library.
6. Having identified an apparent conflict of interest at the Library, the CEO shall consult with the individual involved in an attempt to resolve the apparent conflict in a manner consistent with the best interests of the Library and the rights of the individual, while maintaining the highest ethical standards.

#### **Section 8: Resignations**

1. The Library expects a staff member who is leaving to cooperate in a smooth transfer of responsibilities.
2. The Library requires any staff member who wishes to resign to give written notice of a period of time equal to the individual's annual vacation entitlement.

#### **Section 9: Chain of Authority**

1. The staff report any issues to the CEO.
2. If issues are not dealt with satisfactorily, the staff may then contact the Board Chair.

#### **Related Documents:**

*Hastings Highlands Public Library. **HR-02 Staff Selection and Assignment Employment Standards Act** S.O. 2000, Chapter 41*