

Bowen Island Public Library

POLICY #00-004

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PERSONNEL POLICY

STATEMENT OF INTENT:

The purpose of the Personnel Policy is to provide information about the general employment practices and conditions at Bowen Island Public Library (Library). It is designed to help understand the expectations and obligations of employees and the employer (Bowen Island Public Library).

POLICY AND PROCEDURES:

See attached document.

***Policy approved by Bowen Island Public Library Board of Trustees (Library Board)
at their Regular Board Meeting held February 18, 2016***

Andrea Little
Board Chair

Tina Nielsen
Chief Librarian

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1.0 Introduction

1.01 Library Governance

The Bowen Island Public Library (the Library) is a municipal service governed by the *Library Act* (R.S.B.C. 1996, c. 264).

The Bowen Island Municipality (the Municipality) appoints the Bowen Island Public Library Board of Directors (the Board) to carry out duties as set out in the *Library Act*.

1.02 Purpose of Policy

The purpose of this Policy is:

- (1) To maintain workplace morale, well-being and positive working relations between the Employer and Employees;
- (2) To encourage efficiency in operations and effectiveness in serving the public; and,
- (3) To recognize the mutual value of open communication and respect in all matters pertaining to the workplace.

The Personnel Policy is a living document and the Library (the Employer) reserves the right to amend or discontinue any of it. The Library commits to reviewing changes to the Policy with staff before implementation. The Personnel Policy is available on the Bowen Island Library (BIPL) website.

2.0 Definitions

2.01 Regular Employees

Regular Employees are defined as those employees who are regularly employed on an ongoing basis for an indefinite period of time, and whose conditions of employment are subject to the terms of the Personnel Policy, in addition to the Employment Standards Act.

- (1) **Full-time Employee:** is an Employee who is employed on a full-time basis of thirty-five (35) hours per week.
- (2) **Part-time Employee:** is an Employee who is employed less than thirty-five (35) hours per week.

Regular Employees are required to participate in the group health and dental insurance plan where eligibility requirements are met unless they can show proof of alternative coverage. Regular Employees who do not meet eligibility requirements will be paid 5% in lieu of benefit coverage.

2.02 Casual Employees

Casual Employees are defined as those employees who are employed for a specific period of time to meet seasonal or unusual demands for labour, or who may be employed on an auxiliary basis as needed with no expectation of continued employment. Casual Employees' conditions of employment are governed by the Employment Standards Act, except as otherwise defined in the Personnel Policy. Casual Employees are not entitled to participate in the group health and dental insurance plan; nor will they receive money in lieu of benefits. Statutory vacation pay will be paid with each paycheck.

3.0 Equal Opportunity Employment

The Employer is an equal opportunity employer and does not discriminate on any grounds prohibited by the *Human Rights Code*, R.S.B.C. 1996, c. 210.

4.0 Respectful Workplace

4.01 General

The Employer is committed to providing a safe, efficient and productive environment for everyone, free of discrimination or harassment, and which supports the dignity and self-esteem of every employee. This objective can only be achieved by the promotion of positive attitudes and acceptance of individual responsibility. This policy applies to everyone who works at the Library. For further direction about personal conduct, please see policy 6.05 (Personal Conduct).

Anyone who works at the Library who believes that he or she has been unfairly treated in the workplace may use the procedures set out below

4.02 Harassment Policy

4.02.1 Definitions

Harassment is all behaviour or conduct, including visual and verbal conduct that:

- (1) is based or focused upon race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation, age, or criminal conviction unrelated to employment (collectively the "prohibited grounds" under the Human Rights Code); and
- (2) is unwelcome, or is of such a nature that it would be reasonable to assume that it is unwelcome.

Unwelcome behaviour or conduct does not have to be directed at a specific person for harassment to occur. Behaviour or conduct that tends to ridicule or disparage a group protected by the Human Rights Code may give rise to an offensive work environment and thus to harassment.

The following are some examples of unacceptable conduct, even if no job-related threats or benefits are associated with them:

- (1) demands for sexual favours, sexual jokes and comments, leering, sexual or suggestive gestures, visual displays such as calendars, pinups, and derogatory comments;
- (2) remarks, jokes, insults or innuendoes about race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, gender, sexual orientation, age, or record of offences;
- (3) the display or distribution of offensive material by mail, email, Internet, fax, or telephone, voice mail or other means;
- (4) unwanted physical contact;
- (5) verbal abuse or threats;
- (6) mimicking accent, speech or mannerism;
- (7) refusing to work with someone based on the person's race colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, or record of offences;
- (8) assault

4.02.2 Procedure if you feel harassed

- (1) Tell the person whose conduct is offensive that his/her behaviour makes you uncomfortable, and request that it stops immediately.

- (2) Keep a record of dates, times, nature of any incidents and witnesses, if any, and/or complete incident reports as needed. (See Appendix A)

4.03 Harassment Complaint Procedure

The Library provides an informal as well as a formal complaint procedure for its employees. Confidentiality will be maintained throughout the complaint procedure and investigation. Disclosure of information will be made only to the extent required to investigate a given complaint, to the extent practicable and appropriate under the circumstances, or required by law. Any unwarranted breaches of confidentiality will be treated very seriously.

No employee will be criticized or penalized in any way because he/she has, acting honestly and in good faith, brought a complaint relating to harassment to the attention of the Library.

Any employee who misuses this policy by making a false complaint in bad faith will be subject to corrective action, up to and including discharge and may also be liable for defamation and libel.

4.03.1 Informal Procedure

- (1) If you are unable to speak with the person or have spoken to the person and the behaviour does not stop, discuss your concerns with either your supervisor or the Chief Librarian.
- (2) Your supervisor, the Chief Librarian, or other representative of the Library will investigate the complaint and attempt to resolve the issue informally between the parties. The outcome will be documented and placed in a confidential file with the Chief Librarian.

4.03.2 Formal Procedure

At any time you may make a formal written complaint to your supervisor or the Chief Librarian and an investigation will follow. If the complaint is about the Chief Librarian, then the written complaint should be made to the Library Board's Personnel Committee.

The formal complaint procedure is as follows:

- (1) a copy of the written complaint will be provided to the person about whose conduct there has been a complaint or the Library will advise the person in writing of the allegations;
- (2) the person will have an opportunity to respond to the complaint orally or in writing;
- (3) the Chief Librarian will investigate the complaint, will speak to the complainant, to the person complained about, and to other individuals, where appropriate, in confidence;
- (4) if the complaint is substantiated, appropriate corrective and/or disciplinary action will be taken and a record will be made of the investigation and result. Any record will be kept in the employee's personnel file;
- (5) if the complaint is not substantiated, no further action will be taken against the person complained about. A confidential record of the complaint, investigation and result will be filed with the Chief Librarian, but will not appear in any employee's personnel file
- (6) the complainant and the person complained about will be advised of the outcome of the investigation.

4.03.3 Complaints involving Outside Persons

If you believe you are subject to any form of harassment by a library patron, supplier, or other outside person with whom the Library does business, you should advise your supervisor or the Chief Librarian. The matter will be investigated by using either the informal or formal procedure to the extent appropriate in the circumstances.

4.04 Outside Investigator

The Library may choose to bring in an outside party to investigate a complaint. The investigation will be confidential. The investigator will prepare a confidential report providing the information and/or advice management needs to make a decision in respect of the complaint.

The Library reserves the right to proceed with an investigation even if no formal complaint is made or if a complaint is withdrawn.

4.05 Resolutions

Resolutions resulting from a complaint or investigation, whether formal or informal, may include any one or more of the following:

- (1) a formal apology;
- (2) a written warning to the person whose conduct was harassment;
- (3) counselling;
- (4) attendance at educational seminars;
- (5) a change in work assignment of the person complained about;
- (6) demotion;
- (7) suspension or discharge from the Library

If it is established that an employee has been harassed by someone who is not an employee of the Library, the Chief Librarian will take appropriate action.

In addition to any sanctions imposed by the Library, individuals who engage in harassment could face sanctions imposed under the *Human Rights Code*.

If any party retains counsel, internal administrative procedures will be suspended.

5.0 Employee Development and Compensation

5.01 Orientation

All employees will be provided with a copy of the Personnel Policy and are expected to be familiar with the Policy (including any amendments). Immediate supervisors are responsible for conducting a departmental orientation session with all new employees. Where required by WorkSafeBC legislation, supervisors will provide new employees with a requisite safety orientation.

All employees will meet with the payroll department of Bowen Island Municipality (BIM) as part of their orientation session to enroll in the payroll system, and have the opportunity to ask questions regarding benefit entitlement, plan coverage and enrolment procedures.

5.02 Job Descriptions

Job descriptions are prepared for each position in the Library. A job description includes:

- (1) Position title
- (2) General description
- (3) Key responsibility areas and tasks
- (4) Supervisor of the Position
- (5) Key competency and experience requirements

The job description may be reviewed and/or updated between the employee and employer as required.

5.03 Performance Review and Planning

The Employer believes that every employee should have the opportunity to grow and develop at work. The opportunity for growth and development is determined by both the employee's interest and abilities and the Library's needs.

The Employee and his/her supervisor will work together to plan Employee development on not less than an annual basis. It is a two-way process between the Employee and the supervisor and should be viewed as an opportunity to discuss job performance and if the Employer is meeting Employee's needs. Annual review would occur no later than November 30th.

5.04 Probation Review

Regular Employees must complete a probationary period of six (6) months' service to determine suitability for continued employment. Benefits commence after three (3) months. If the Employee proves unsuitable, the Library may terminate the employee's employment. Notice of termination of employment, or money in lieu of notice, will be provided as per the *Employment Standards Act*. In specific situations a supervisor, with the agreement of the Employee, may extend the probationary period.

5.05 Compensation

Please refer to the Municipality's current staff Compensation Policy for details.

5.06 Professional Associations and Memberships

The Employer will pay Regular Employee's membership dues for recognized professional associations if membership is a requirement of the position. Other association membership dues will be paid as approved by the Chief Librarian or as established in Employee contracts.

In some situations it may be beneficial but not required for a Regular Employee to belong to a professional organization. In such situations, the Chief Librarian will review the membership and recommend payment if appropriate.

5.07 Educational Reimbursement

- (1) When an Employee is required by the Employer to attend educational courses or conferences or upgrading courses related to employment, the Employer will cover fees and reasonable costs incurred on a pre-approved basis. The Employee will suffer no loss of his/her normal straight time pay while so doing. If the course or any travel time required is only available and/or can only be taken outside of the Employee's normally scheduled working hours then the Employee's work schedule will be adjusted to accommodate the course. In these circumstances, employees are not eligible for overtime. Employees required by the Employer to take designated courses and/or examinations will be eligible to receive reimbursement for travel expenses (transportation, food and lodging) in accordance with the Municipality's Travel Expense Policy.

An Employee, who is required by the Employer to attend education or upgrading courses related to employment and fails to successfully complete the course may be required to successfully complete the course at his/her own expense.

- (2) When an Employee attends a course or takes an examination, not required by the Employer under the previous paragraphs, with the advance approval of the Employer, the Employer may, at its sole discretion, reimburse the Employee for some or all of the fees and expenses and may grant leave of absence without pay or without loss of pay. Any course must have relevance to the Employees job or Employer's business.

5.08 Internal Postings

The Library will provide an opportunity for current Employees to apply for any available position by posting vacancies in the Library for two weeks before advertising to the public.

The Chief Librarian position will be simultaneously posted internally, externally, and broadly in the professional library community.

Internal applicants with the necessary qualifications and experience will be interviewed for suitability for the position.

Internal applicants who apply for the position and are not chosen will receive constructive feedback about the skills, knowledge, training, and experience they need to pursue in order to increase their potential to be successful when they apply for an open position in the future.

If the employee is successful in being selected for the new position, they will be required to serve a probationary period of six months with the exclusion of benefits remaining intact. The supervisor will conduct a performance evaluation during the probationary period and upon completion of their probationary period.

6.0 Performance Management

6.01 Objective

The Library's objective is to hire an employee for the long term. The Library hopes that each employee will maintain satisfactory performance and conduct him/herself appropriately. However, in some cases, there may be a need for an improvement in performance. This policy sets out the performance management process.

The goal of the performance management process is to provide an environment through training, development, and supportive management for the Employee to correct his/her behaviour or performance as quickly as possible and to grow from the experience. Work related issues will be addressed verbally before a Formal Warning is given. Depending on the severity of the situation, the corrective action process may be bypassed.

6.02 Performance Management Process

The performance management process is as follows:

(1) First Formal Warning

The written warning explaining the behaviour, its consequences and what the Employee needs to do to correct the situation, must be shown to the Employee before entering that material into that Employee's personnel file. In addition, the Employee will be given the opportunity of acknowledging, by signature, that he/she has seen the entry. The Employee will receive a copy of the written warning.

(2) Second Formal Warning

If the behaviour or situation continues, the Employee will receive a second formal warning stating when it is expected the Employee will correct the action. The written warning will also state, "Any further violation may result in termination." The written warning is to be signed by the supervisor and the Employee, and it will be filed in the Employee's personnel file. The Employee will receive a copy of the warning.

(3) Termination

If an Employee fails to make the changes as set out in the formal warnings, the Library may terminate the Employee's employment. The Employee will receive notice and/or severance in accordance with the *Employment Standards Act*.

6.03 Documentation

Formal warning documentation may be removed from the Employee's personnel file only after completion of a three year period from the time of the incident, excepting circumstances of a recurring or significant nature.

In order to ensure material is removed from an Employee's file:

- (1) The Employee will provide a written request to the Chief Librarian who will review the file and remove the material as long as the conditions outlined have been met and return the material to the Employee, or
- (2) The Chief Librarian will ensure any Employee file is reviewed before it is released to anyone, and any material containing critical references is removed in accordance with this policy and returned to the Employee.

6.04 Complaint Procedure

Library staff are responsible to their supervisor and/or the Chief Librarian for their work and should approach their immediate supervisor for information or instruction or guidance on workplace issues or to voice concerns. This procedure applies even when a potential issue is with the

immediate supervisor. Most issues can be addressed in this way. However, if the Employee feels that a concern has not been adequately or fairly addressed by your supervisor, and that difficulties persist, you should inform your supervisor and then discuss the matter with the Chief Librarian, or if the issue is with the Chief Librarian, discuss the matter with the Board Chair.

The Chief Librarian should approach the Board Chair, representing the Board as her direct supervisor, for information, instruction or guidance on workplace concerns. However, if the Chief Librarian feels that the Board has not adequately or fairly addressed a concern, she or he should discuss the matter with the Chief Administrative Officer of the Municipality.

An Employee who is dissatisfied with any personnel rules or in any way feels aggrieved as a result of the conditions of employment, other than dismissal, may file a formal complaint by following this procedure:

- (1) The Employee will first discuss the matter with their supervisor/s.
- (2) Employees may have a representative from the Library Board Personnel Committee, or another designated third party, present during the complaint procedure.
- (3) If within one week the Employee does not receive an answer the Employee considers to be satisfactory, then the Employee may file a written complaint with the Chief Librarian.
- (4) Where the Chief Librarian is unable to resolve the dispute within a two month period, and where the dispute is significant, the matter may be referred to the Library Board Personnel Committee or another designated third party.

If the complaint is against the Employee's immediate supervisor, the Chief Librarian will handle the dispute.

If the complaint is against the Chief Librarian, the Library Board Personnel Committee will handle the dispute or assign the complaint to a designated third party.

6.05 Personal Conduct

6.05.1 General

All Employees must adhere to all Library safety directives and procedures. The Library encourages Employees to report, in confidence, any evidence of any improper practice of which they are aware. See also section 6.06 of this policy (Whistleblowing).

Employees should submit reports of any improper or unsafe practice to the Chief Librarian. If the concern relates to the Chief Librarian, the report should be made to the Board Chair.

Employees will not face retaliation because of reporting an improper or unsafe practice.

Examples of improper behaviour include, but are not limited to:

- (1) Harassment (see section on Harassment)
- (2) Unauthorized time away from work area
- (3) Failure to keep work area clean, organized, and free from safety hazards
- (4) Abusing privileged information or disclosing proprietary and/or confidential information
- (5) Reporting to work under the influence of illegal drugs or alcohol
- (6) Violation of the Conflict of Interest policy
- (7) Fighting or acts of physical violence; possession of firearms, or other weapons on Library premises
- (8) Unsafe practices or practical jokes that could result in injury

- (9) Stealing or unauthorized removal or distribution of Library property (including documents or computer files)
- (10) Deliberate damage to Library property, equipment, or tools
- (11) Deliberate failure to observe safety rules and regulations

6.05.2 Alcohol and Drugs

Drug and alcohol abuse can adversely affect an individual's performance and the safety and health of themselves and others.

With the exception of prescription drugs properly prescribed and used, any and all use of illegal drugs or alcohol in the workplace is strictly prohibited. Employees are prohibited from using or being under the influence of illegal drugs, controlled substances, or alcohol while in the workplace or while operating any privately owned vehicle for Library business. Employees must be of the legal drinking age if consuming alcohol at Library-sponsored events.

Employees are expected to follow this policy on the premises of customers, vendors, and other associated businesses.

Any violation of this policy will be subject to corrective action up to and including termination of employment.

6.06 Whistleblowing

Under this policy, a whistleblower is an Employee of the Library who reports an activity that they consider to be illegal or unethical to one or more of the parties specified in this policy. The whistleblower has neither the authority nor the responsibility for investigating any suspect activity or for determining fault or corrective measures; the Chief Librarian is charged with these responsibilities.

Examples of illegal activities are violations of federal, provincial or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an Employee knows about or is concerned about illegal activities or fraudulent financial reporting, the Employee should contact the Chief Librarian. If the concern is with the Chief Librarian, the Employee should contact the Library Board Personnel Committee. An Employee who intentionally files a false report of wrongdoing will be subject to corrective action up to and including termination.

Whistleblower protections, including confidentiality and protection against retaliation, will be provided as allowed for in provincial and federal legislation. Any whistleblower who believes they are being retaliated should follow the Grievance Procedure contained in this Personnel Policy.

6.07 Positive Recognition

Material of a positive or complimentary nature will be shown to the Employee and subsequently placed in their Personnel file.

7.0 Employee Benefits and Pension Plan

7.01 Employer Paid Benefits

All Regular Employees must serve a three month waiting period before becoming eligible for benefits.

7.02 Group Health and Dental Plan

Regular Employees must enrol in the Employer's extended group health and dental plan if they work a minimum of 21 hours per week. Coverage may only be waived if the employee can show evidence of alternative group coverage. Regular Part-time employees who work less than 21 hours per week will be paid a percentage of their earnings in lieu of benefits.

7.03 MSP Coverage

The Employer pays MSP premiums for all regular employees

7.04 Short Term and Long Term Disability Insurance

Subject to group carrier approval, the Employer pays premiums for short & long term disability Insurance for eligible regular employees.

7.05 Pension Plan

Bowen Island Public Library participates in the Municipal Pension Plan. Subject to the rules of the Pension Plan, all eligible employees are required to enrol.

7.06 Worker's Compensation

An Employee injured during the course of employment who is entitled to WorkSafeBC benefits will be paid directly by WorkSafeBC. The Library will continue to maintain MSP, Extended Health and Dental and Short & Long Term Disability coverage throughout the period of absence.

7.07 Benefits if an Employee Leaves the Library

All benefits cease upon termination. There may be conversion privileges for life insurance and pension portability options. Please refer to the benefit booklets or contact the benefit provider for more information.

8.0 Leaves from Work

8.01 Statutory Leaves

The *Employment Standards Act* governs the following Statutory Leaves:

- Bereavement Leave
- Compassionate Care
- Family Responsibility
- Jury Duty
- Maternity
- Parental
- Reservists

The Personnel Policy provides Regular Employees more generous provisions than the Employment Standards Act for the following Statutory Leaves:

8.01.1 Bereavement Leave

In the event of death or life-threatening illness of a person in the employee's immediate family, the Employee may take up to three days off work, with pay. However, this leave may be extended with prior approval from the Chief Librarian, with consideration given to travel time involved and the complexity of the situation. These additional days may be taken as vacation time and/or banked overtime. Bereavement leave should be taken within a reasonable time; however, it need not be on consecutive days.

Immediate family is defined as an Employee's spouse, child, children of a same sex partner, parent, guardian, sibling, grandchild, grandparent, step-parents, step-children, parent-in-law, and any person who lives with the Employee as a member of their family. Spouse includes common-law spouses and same sex partners.

8.01.2 Court Appearance and Jury Duty

The Employer will grant leave of absence without loss of job to an Employee who serves as a juror or witness in any court or who is required by subpoena to attend court or a coroner's inquest. The Employer will collect all jury pay and continue to pay the Employee their full wages, excluding payment for travelling, meals or other expenses. The Employee will present proof of service or court attendance.

Time spent by an Employee required to appear before any government body, or who is subpoenaed to attend a coroner's inquest or who is required to serve as a court witness in any matter arising out of the Employee's employment will be considered as time worked at the appropriate rate of pay.

This policy does not apply to an Employee who is a plaintiff or defendant in a civil action, the accused in a criminal matter, or who is attending court as a result of activities or work unrelated to their employment with the Library.

8.02 Non-Statutory Leaves

8.02.1 Sick Leave

Sick leave is defined as those periods when an employee takes leave with pay because of Family Illness, Medical Travel and/or the Employee is ill or disabled for reasons not covered by WorkSafeBC and, as a result, is unable to attend work. If the Employee is absent for more than three consecutive working days, the Employer may ask the Employee to provide a note from a doctor outlining the nature of their illness. After five consecutive working days of paid absence, employment income will cease from the Employer and eligible Employees may make a claim for short term disability.

Before the Employee returns from sick leave, the Employer may request that the Employee provide a written statement from a doctor stating that the Employee is fit to return to work in their assigned position and setting out any conditions for the Employee's return.

See "Employee Benefits" Section or contact BIM Payroll Clerk for information regarding short-term and long-term disability plans.

(1) Family Illness

Where no one other than the Employee can provide for the care of an immediate family member of the Employee during an illness, an Employee may use sick leave, after notifying the Employee's Manager.

(2) Required Medical Travel

Where an Employees is required by a qualified medical practitioner to travel off Bowen Island for required medical care (including required dental care), that travel is considered sick leave.

8.02.2 Discretionary Personal Leave

Permission to take unpaid discretionary personal leave may be granted, with a minimum of one month written notice, on approval of the Chief Librarian (or the Library Board in the case of leave for the Chief Librarian), providing the leave does not conflict with the business and scheduling needs of the Employer. Employees will be required to use all paid leave entitlement such as vacation time and banked overtime prior to taking the unpaid leave of absence.

During unpaid leave, if the Employee wishes to extend the personal leave, a three week written notice must be submitted to the Chief Librarian for approval.

For an approved Personal Leave, the Employer reserves the right to fill the position with another person. When the Employee returns from an extension to a pre-approved Personal Leave, the Employer will make every reasonable effort to provide a position at a level of compensation equal to the level vacated; however, the Employer does not guarantee one will be available.

8.03 Benefits While on Leave

The following Employer Paid Benefits will continue to be paid by the employer during statutory leaves of absence as governed by the ***Employment Standards Act***:

- MSP
- Extended Health & Dental
- Short and Long Term Disability Insurance Premiums

In the case of a discretionary personal leave (8.02.2), the employer will determine whether these benefits can be continued on behalf of the employee. Where benefits can be continued, the employee will be required to pay both employer and employee premiums during the leave period.

8.04 Municipal Pension Plan Coverage while on Leave

Pensionable service and contributions cease when the Employee is on leave.

Upon return from a WorkSafeBC or short-term disability leave, or any statutory leave provided for under the Employment Standards Act, the employee may opt to purchase the pensionable service directly from the Pension Corporation. The Library will pay the employer portion of the required contributions.

An Employee taking discretionary personal leave not provided for in the Employment Standards Act will be required to pay both the employer and employee contributions if the employee wishes to purchase the pensionable service during such leave.

8.05 Statutory Holidays

The Library recognizes the following statutory holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- British Columbia Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

When a Statutory or General holiday falls on a day that the Library is normally closed, the holiday may be officially recognized by the Library on the day immediately before or after the holiday, unless decided differently by the Library.

8.06 General Holidays

The Library recognizes the following General holidays:

- Boxing Day
- Easter Monday

When a Statutory or General holiday falls on a day that the Library is normally closed, the holiday may be officially recognized by the Library on the day immediately before or after the holiday, unless decided differently by the Library.

8.07 Vacation Entitlement

In addition to the 12 Statutory and General holidays, Regular Employees will be entitled to annual vacation in accordance with the table below, unless otherwise determined through an employment contract with the Employer. An Employee will accrue, but will not be entitled to take vacation time until the completion of the probation period.

The Employer strongly encourages vacation to be taken during the calendar year in which it is earned and every effort will be made to accommodate vacation requests.

Unused vacation will be paid out in the first month after the calendar year end. Written requests for vacation entitlement, of a maximum of five days, may be carried forward to the next year subject to approval by the Chief Librarian.

DURING	VACATION ENTITLEMENT BASED ON FULL TIME EMPLOYMENT AND FULL YEAR'S SERVICE
Year 1	4% of regular pay or equivalent time off (equates to 2 weeks if full year worked)
Years 2 to 5 inclusive	3 weeks (15 working days)

Years 6 to 10 inclusive	4 weeks (20 working days)
Years 11 to 15 inclusive	5 weeks (25 working days)
Year 16	5 weeks plus 1 day
Year 17	5 weeks plus 2 days
Year 18	5 weeks plus 3 days
Year 19	5 weeks plus 4 days
Year 20 +	6 weeks (30 working days)

Vacation entitlement for Part-time Employees will be determined based on the above table pro-rated according to Employee's full-time equivalent (FTE) hours.

The vacation schedule should be established as early as possible in the calendar year, and preferably by March 15. Vacation requests must be made to the Chief Librarian at least one month before the dates requested. While the Employer will endeavour to accommodate the Employee's requests, the Employer may need to make changes to ensure there is adequate coverage in the respective department and that key responsibilities are covered. Final approval of vacation time rests with the Chief Librarian.

Should the Employee leave the Library, they will be paid for any unused vacation time. Conversely, any vacation time taken but not yet earned within the year, will be deducted from the Employee's final pay should they terminate employment with the Library.

9.0 Hours, Attendance and Pay

9.01 Hours of Work

All Employees must report to their job location ready to work at the time scheduled. If an Employee is unable to work they must notify their supervisor or the Chief Librarian directly, preferably at least two hours before starting time.

The standard work day for Full-time Employees is seven hours and the standard work week is based on thirty-five hours.

Employees may be required to work varying hours and will be notified as soon as possible in advance of changes in their hours.

9.02 Job Sharing

The Employer will consider requests for job sharing on a case-by-case basis. The Employer reserves the right to change any job sharing arrangement if it is deemed not to be working in the best interest of the Employer and the Employees.

9.03 Overtime

The Employer pays overtime and grants time off in lieu in accordance with the *Employment Standards Act*.

The Chief Librarian is a “manager” as defined under the *Employment Standards Act* and is therefore exempt from this policy.

All overtime, except in extraordinary or emergency circumstances, must be pre-approved by the Employee’s supervisor.

In accordance with the *Employment Standards Act*,

- (1) where a Full-time or Part-time Employee is required by their supervisor to work overtime, they will be entitled to compensation of one and a half (1.5) times their regular rate after eight (8) hours of work or after forty (40) hours in a week or as established by an employment contract.
- (2) after twelve hours of work in a day, all Employees are entitled to double their regular rate.

Where an Employee performs overtime on the Employee’s own initiative due to what the Employee deems to be extraordinary or emergency circumstances, that overtime must be approved by the supervisor to qualify for compensation.

Overtime may be banked by the Employee through the payroll department and taken as time-off within the calendar year with approval of the supervisor. Banked overtime will be paid out by the second Pay Period of the following year and cannot be carried over without written permission from the Supervisor.

9.04 Pay Periods

All Employees will be paid on a bi-weekly basis (26 pay periods per year). Wages will be paid through direct deposit.

9.05 Time Reporting

All Employees are required to fill out time sheets and submit them to their supervisor by 5:00 p.m. each Friday.

10.0 General Information

10.01 Cessation of Employment

Upon leaving the Library, an Employee will receive a final pay cheque covering all monies owed, including regular pay, wages in lieu of notice (if applicable), remaining vacation time, severance pay (if applicable) and any other applicable retiring allowances less the required deductions and any withholdings for vacation/other leave. The BIM Payroll Clerk can provide information about benefits upon termination.

Before leaving the Library, an Employee must return any Library property to the supervisor including, but not limited to: records, files, keys, pager, cell phone, calling cards, credit cards, software, hardware, tools, and equipment.

10.01.1 Resignation

Employees who resign from the Library must give a minimum of two weeks' written notice. The notice period should not contain vacation days. Management will typically conduct an exit interview and feedback will remain confidential, unless agreed otherwise.

10.01.2 Termination

If the Library chooses to terminate employment for any reason other than just cause, the Employee will be entitled to notice of termination of employment, or payment in lieu of notice, as per the employment contract or in accordance with the *Employment Standards Act*, as applicable.

10.02 Outside Employment

If the Employee have another job or business (including consulting) it must not conflict with their duties and responsibilities at the Library. "Conflict" means that the other job or business, for example:

- creates any demand of time while at work
- uses information that is confidential to the Library
- involves the use of the Library's office, equipment, or supplies
- causes the Employee's performance to fall below acceptable standards
- affects employment with the Library in any way.

10.03 Letters and Verification of Employment

An Employee requesting verification of employment for banks, landlords, insurance, etc., should make a written request to the Municipality's Finance Department.

10.04 Smoking

Smoking is not permitted anywhere in Library facilities or on Library grounds.

10.05 Communication with the Public

Any requests for information from the media (such as newspapers, television, etc.) should be referred to the Chief Librarian.

10.06 Travel

If business travel is required by the Library, an Employee will be reimbursed for mileage and meals as outlined in "Schedule 1". Itemized receipts for travel expense reimbursements must be submitted within the calendar year of the expense being incurred. Reimbursement will be provided upon remittance of itemized receipts with a completed travel expense reimbursement form.

10.07 Confidentiality of Information

- (1) Employees will be as transparent as possible with the public concerning the conduct of Library business while respecting the need to protect confidential information.
- (2) Confidential information will only be shared with individuals authorized to see it.
- (3) Employees must respect the *Freedom of Information and Protection of Privacy Act* in every case, and particularly with regard to personal or private business information.
- (4) Employees must not disclose or discuss details of any person or organization considered for employment or contract except with those Library officials directly involved in the selection process.
- (5) Employees must not discuss Library Board *in camera* items except in the *in camera* discussions or with persons designated to be informed.

Bowen Island Public Library Incident Report

Complete a separate form for each incident, within 3 days of the incident occurring.

This form should be used to record incidents that pose a risk, threat or danger to library staff, volunteers, patrons or the library facility. These include, but are not limited to:

- Aggressive behaviour, Verbal abuse, Physical assault (or threats of)
- Damage, destruction, theft or vandalism of equipment or property (or threats of)
- Illness or injury
- Problem patrons
- Facility security issues (windows, doors, locks, alarms)

Name of person completing the form: _____

Position title: _____

Date of incident: _____ **Time:** _____ **am/pm**

Location of incident: _____

Nature of the incident: _____

Witnesses (Name, contact info):

Description of incident:

Name and contact info (address, phone, email) persons involved (if known):

Description of persons involved (if contact info not known):

What action did staff or volunteers take, if any, to try and address the situation during or after the incident?

Has the incident been reported to the appropriate supervisor or to appropriate authorities (police, social services, etc)? ☐Yes ☐No

Follow up actions:

Signature of staff reporting: _____

Date: _____

Signature of witness: _____

Date: _____

BOWEN ISLAND MUNICIPALITY

TRAVEL EXPENSE REPORT

Name:		Date:		
Department:				
Purpose of travel:				
Travel destination(s):				
Date(s) of travel:				
Expenses (including all applicable taxes)		Amount Before GST	GST Amt /1.05	Actual Cost
Ferry Fares:				
(25.50 car and driver)				
(6.35 passenger)				
Airfare/Other Modes of Travel:				
Mileage: # km @\$0.55/km # km @\$0.55/km # km @\$0.55/km				
Accommodation: # of nights @ rate per night				
Local Transport & Parking:				
Meals:				
Other Expenses:				
(Please Explain)				
Meal Maximum Rate		Totals:		
\$50.00 per day (12.50B, 17.50L, 20.00D)				
		Amount due (refunded)		

Expenses to be Charged to Account #(s) _____

Certified Correct:

(signature of claimant)

Final
Approval: _____

** ALL receipts must accompany your final expense report. Where applicable, be sure to save/request the full price breakdown, not just the final receipt. This ensures we can accurately capture the GST.*