

**Policy: Operational - Personnel**

**Department: Library**

**Effective Date: September 2014**

**Revision Date:**

**Next Year of Review: 2018**

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## **Purpose**

The Bruce County Public Library Board will employ competent personnel and will establish policies and working conditions that are conducive to enabling each staff member to make the fullest contribution to the Library's programmes and services.

## **Procedures**

1. In all employment practices, the Board must subscribe to the provisions of the current Ontario Employment Standards Act and of the current Ontario Human Rights Code
2. The Board is responsible for appointing, evaluating, training, and if necessary, dismissing, a library Chief Executive Officer (CEO). The Board must determine the terms of employment, and prescribe the duties of the CEO. The board directs the work of the CEO through: decisions made at board meetings, policies, official plans, and through the budget. The CEO determines library direction and operational priorities based on the Library Board's vision, goals and adopted strategic directions.
3. The CEO will work within the organisational framework of the County of Bruce, participating in senior management meetings while respecting established County policy and procedures.
4. The CEO is responsible for all other Library staff, but must consult with the Board regarding staff dismissals, and any major changes in responsibilities prior to taking action.
5. The CEO will act as a liaison between the staff and the Board. Official contact between the Board and staff/volunteers will be through the CEO.
6. The CEO or her designate, will hire, evaluate, promote and, if necessary, dismiss all other employees of the Library, with the approval of the Board and the assistance of Bruce County's Human Resource Department.
7. As personnel policies and practices must be established by the Board and made available to all personnel, the Board refers to and adheres to the County of Bruce Policies and Procedures manual for Human Resources. These policies and procedures cover:

### **A. Employment**

B. Attendance

C. Benefits

D. Job Evaluation/Compensation

E. Workplace Practices

F. Training and Development

G. Guidelines

H. Information Technology

**Related Documents**

Human Rights Code, R.S.O. 1990, CHAPTER H.19

Employment Standards Act, 2000, S.O. 2000, CHAPTER 41

Public Libraries Act, R.S.O. 1990, CHAPTER P.44

County of Bruce Human Resources Policies