

Purpose: It is the policy of the City of Brooks Library Board to maintain employment conditions that comply with the Employment Standards Act.

1. Probationary Period

- 1.1. The probationary period for newly hired employees shall be three (3) months from the date of hire. The employment of probationary employees may be terminated at any time during the probationary period without recourse of the grievance procedure.

2. Hours of Employment

- 2.1. Employees work hours scheduled by the Library Manager.
- 2.2. Full time employees work a minimum of 30 hours/week.

3. Wages

- 3.1. All staff, except for the Library Manager, are paid an hourly wage.
- 3.2. The Library Manager is paid a salaried wage.
- 3.3. Employees will be paid at such rates as determined by the Board. Wage increases will be dependent upon annual performance appraisals.
- 3.4. Mandatory Deductions
 - 3.4.1. Canada Pension Plan and Employment Insurance regulations are adhered to.
 - 3.4.2. City of Brooks Library Board is responsible for the employer's share of the Canada Pension Plan, and Employment Insurance.

4. Benefits for full time staff

4.1. Full time permanent employees are eligible for the following benefits once they have passed their probationary period:

- Local Authorities Pension Plan – Mandatory participation at standard rates, all pay is pensionable except overtime and lump sum vacation pay.
- Extended Health Care -70% of rates to be paid by City of Brooks Library Board, 30% of rates to be paid by Employee

5. Workers Compensation Board of Alberta

5.1. The City of Brooks Library Board is completely responsible for premium payments to the Workers' Compensation Board of Alberta.

6. Holidays

6.1. The following shall be considered statutory holidays with pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and all civic holidays proclaimed by the City of Brooks and/or the Government of Alberta.

6.2. Employees eligible for general holiday pay are those who meet the Alberta Employment Standards criteria.

7. Vacations

7.1. Employees shall not take vacation leave without prior authorization from the Library Manager. Changes to authorized dates shall only be approved under special circumstances.

7.2. Vacation entitlements with pay, shall be as follows:

7.2.1. Vacation entitlements are calculated on January 1st of each year.

Approved by: _____

Board Chair

Date Approved: March 27th, 2023

- 7.2.2. A full time employee who has completed twelve (12) full calendar months' service as of Dec. 31 shall receive ten (10) workdays' vacation. Employees who have completed less than twelve (12) calendar months will received a pro-rated amount based on time of service.
- 7.2.3. A full time employee who has completed five (5) years' service as of Dec. 31, shall in the subsequent year(s) receive fifteen (15) work days' vacation
- 7.2.4. A full time employee who has completed ten (10) years' service as of Dec. 31, shall in the subsequent year(s) receive twenty (20) work days' vacation
- 7.2.5. A full time employee who has completed eighteen (18) years' service as of Dec. 31, shall in the subsequent year(s) receive twenty-five (25) work days' vacation
- 7.3. Vacation leave may be taken in one continuous period or in separate periods.
- 7.4. Vacation entitlement for each full-time employee must be taken by January 31st of the following year from which the vacation entitlement was granted. Any vacation time not taken is paid as vacation pay to the employee. With written permission from the Library Manager, vacation time can be carried into the subsequent year.
- 7.5. A full time employee shall be paid cash in place of an earned vacation upon termination in which case she/he shall receive vacation pay for such a vacation earned but not taken.

8. Vacation Pay

- 8.1. Staff who are paid a regular monthly salary shall receive their regular rate of pay during the time of their vacation.
- 8.2. Staff receiving hourly wages shall receive vacation pay as follows:
 - 8.2.1. In the first four years of employment, minimum vacation pay is four percent (4%) of wages earned.
 - 8.2.2. Five to nine years, minimum vacation pay is six percent (6%) of wages earned.
- 8.3. Full-time hourly staff are eligible to receive additional vacation pay as follows:

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- 8.3.1. Ten to seventeen years, minimum vacation pay is eight percent (8%) of wages earned.
- 8.3.2. Eighteen and subsequent years, minimum vacation pay is ten percent (10%) of wages earned.

9. Sick/Personal Leave

- 9.1. Each full time employee is entitled to 84 hours per year (7 hours/month) of paid sick/personal leave. Unused sick/personal leave time expires without pay on December 31st of each year.
- 9.2. After three (3) consecutive missed shifts due to illness, the employee shall provide proof of illness from a medical professional at the Library Manager's request.
- 9.3. Personal days may only be taken one at a time.

10. Job Protected Leaves

- 10.1. Brooks Public Library will adhere to Job Protected Leaves as outlined in Alberta Employment Standards.

11. Days off without pay

- 11.1. Days off without pay will be considered only if the employee's duties and responsibilities can be adequately provided for. Requests for days off without pay must be approved by the Library Manager.