



## Policy

The Chinook Arch Library Board is responsible for the provision of qualified staff to deliver services to member libraries. Chinook Arch provides all staff with good working conditions and fair remuneration, competitive with the local market and with other libraries in the province. All employees and prospective employees are treated fairly.

The Finance and Personnel committee develops a classification scheme and salary grid for recommendation to the Executive Committee for approval.

The Committee develops and reviews the following policies with the CEO:

- Annual Vacation
- Continuing Education – Board
- Continuing Education – Staff
- Employee Benefits Package
- Employee Health and Safety Policy
- Employee Leave Policies
- Grievance Procedures
- Holidays
- Hours of Work and Overtime
- Memberships
- Performance Management
- Personal Use of Equipment
- Personnel Files
- Probationary Period
- Salary Increments
- Violence and Harassment in the Workplace
- Working Alone

The CEO is responsible for developing job descriptions and assigning classifications to jobs within the categories approved by the Finance and Personnel Committee and Executive Committee

**Last Reviewed: 3 December 2015**

**Last Revised: 3 December 2015**