

## 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 reviews the classification scheme and salary grid for recommendation to the Executive Committee for recommendation to the Board for approval.

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

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

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

<b>Last Reviewed:</b>	<b>6 April 2023</b>
<b>Last Revised:</b>	<b>6 April 2023</b>