

City of Spruce Grove Library Board



Employment Policy Manual

Last Updated November 19, 2023





Personnel Statement

The City of Spruce Grove Library Board (the Board) supports their sole employee—the Spruce Grove Public Library Director (the Director)—with budgets, advocacy, and policies in compliance with [Alberta Employment Standards](#) that set out the rights and obligations of employers and employees including the minimum standards that employers must provide to employees. The Director is responsible for establishing work-life integration by intentionally exceeding these minimum standards in order to recruit, hire, and retain personnel who effectively and efficiently contribute to a positive workplace culture that provides programs, services, and resources that respond to community needs.

As with Governance, all policies in this section of the manual will be reviewed every three (3) years unless otherwise stated and all changes will be communicated to trustees and staff per Board Communication Policy 6.0 (Governance). Specific to Operations, all policies in this section of the manual adhere to the following:

Guiding Principle

SGPL at minimum abides by and complies with all relevant and applicable legislation.

Scope

Employees

Additional Resources

Alberta Occupational Health and Safety Act
Alberta Occupational Health and Safety Code
Alberta Human Rights Act
Libraries Regulation

Personnel Equity & Accessibility Statement

SGPL's Equity & Accessibility Policy (Governance) applies explicitly to all personnel policies and human resource procedures in alignment with the continuous operational priority to establish systems and standards that are antiracist, nonprejudicial, and unbiased.

9.0 Library Operations - Employment

9.1 Roles & Responsibilities

SGPL job descriptions and corresponding organizational charts are public documents and maintain current and accurate records of employee roles and responsibilities.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employment Standard Code
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.2 Code of Conduct

SGPL requires employees to commit to organizational and personal codes of conduct and participate in the shared responsibility of improving workplace environments that results in desirable job satisfaction.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employment Standard Code
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.3 Recruitment

SGPL is equitable and accessible when recruiting, hiring, and promoting employees; in addition to complying with all relevant and applicable legislation, preference will be given to those with underrepresented individual and collective identities when all qualifications and experience are otherwise equal.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employment Standard Code
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.4 Orientation

SGPL practices and promotes a workplace culture where employees are immediately welcomed into the organization with an efficient and effective onboarding process that creates belonging.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employment Standard Code
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.5 Health & Safety

SGPL deems its health and safety program a constant organizational priority with which all employees share accountability for health and safety appropriate to their authority and level of responsibility.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Occupational Health & Safety Act
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.0 Library Operations - Employment

9.6 Working Alone

SGPL recognizes that employees may be required to work alone when direct assistance is not readily available and enforces procedures that ensure their health, safety, and security.

New or Revised: REVISED	Statutory: Yes
Statutory Reference	Alberta Occupational Health and Safety Act
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.7 Hours of Work & Rest

SGPL strives to provide equitable schedules that include both operational and non-operational hours to deliver library programs and services that respond to community needs; the Director has full authority to approve new, revised, and flexible schedules for employees.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employee Code of Conduct
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.8 Remote & Hybrid Work *In Progress*

New or Revised: NEW	Statutory:
Statutory Reference	
Approval History	
Review Schedule	2027; 2030; 2033

9.9 Workplace Accommodation

SGPL practices equitable and accessible procedures that provide employees with accommodations for legislated protective grounds that do not result in undue hardship for the organization; the Director has full authority to consider, approve, and deny accommodations in compliance with legislation.

New or Revised: NEW	Statutory: Yes
Statutory Reference	Alberta Employment Standards Code
Approval History	
Review Schedule	2027; 2030; 2033

9.10 Evaluation & Merit *In Progress*

New or Revised: NEW	Statutory:
Statutory Reference	
Approval History	
Review Schedule	2027; 2030; 2033

9.0 Library Operations - Employment

9.11 Compensation

SGPL advocates, budgets, and maintains a sustainable compensation system and benefits program that equitably attracts, retains, and rewards employees.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employment Standards Code
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.12 Vacation Entitlements

SGPL promotes the importance of rest, relaxation, and personal pursuits and provides equitable work-life integration opportunities with its vacation accrual system and vacation request procedures.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employment Standards Code
Approval History	
Review Schedule	2027; 2030; 2033

9.13 General Holidays Hours & Closures

SGPL closes for [Alberta general holidays](#) and annually reduces regular hours of operation to 10am-3pm on: September 30 (National Day of Truth & Reconciliation), December 24 (Christmas Eve), and December 31 (New Year's Eve).

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employment Standards Code
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.14 Observance of Non-General Holidays *In Progress*

New or Revised: NEW	Statutory:
Statutory Reference	
Approval History	
Review Schedule	2027; 2030; 2033

9.15 Professional Development

SGPL supports its employees with training and continuing education opportunities that promote career growth; the Director has full authority to consider, approve, and deny professional development requests subject to annually approved budgeted funds.

New or Revised: REVISED	Statutory: Yes
Statutory Reference	Alberta Libraries Regulation
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.0 Library Operations - Employment

9.16 Expense Reimbursement

SGPL provides reimbursements to employees resulting from pre-approved personal expenses incurred while conducting library business.

New or Revised: REVISED	Statutory: No
Statutory Reference	N/A
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.17 Recognition

SGPL formally acknowledges and recognizes employee years-of-service accomplishments with gifts subject to annually approved budgeted funds.

New or Revised: REVISED	Statutory: No
Statutory Reference	N/A
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.18 Job-Protected Leaves

SGPL recognizes that employee absences are not limited to illness and/or injury and complies with [Alberta job-protected leaves](#); return-to-work plans are required to further support employee well-being and prioritize health and safety.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employment Standards
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.19 Progressive Discipline, Suspension, & Termination

SGPL employees are held to a high standard of performance and conduct and may become subject to a progressive disciplinary process; based on the outcomes of this process and/or in compliance with current legislation, the Director has full authority to suspend and terminate employees.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Employment Standard Code
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.20 Workplace Impairment

SGPL expects employees to arrive and remain fit to work for the duration of their shift, and workplace impairment increases health and safety hazards including the risk of injury to self and others; following investigation, employees may be subject to progressive discipline, suspension, and termination.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Occupational Health and Safety Act
Approval History	076L-22
Review Schedule	2025; 2028; 2031

9.0 Library Operations - Employment

9.21 Workplace Bullying, Abuse, Harassment, & Discrimination (BAHD)

SGPL does not tolerate BAHD behaviour in the workplace and provides employees with supportive reporting procedures that result in a timely, respectful, and confidential investigation of complaints.

New or Revised: REVISED	Statutory: YES
Statutory Reference	Alberta Occupational Health and Safety Act
Approval History	076L-22
Review Schedule	2025; 2028; 2031

Glossary of Terms

STAFF – Any person employed by the library in any position for any employment term.

FULL-TIME – Full-time employees work 35 hours per week.

PART-TIME – Part-time employees work less than 35 hours per week.

PERMANENT POSITION – Is a position with regularly scheduled hours established to be ongoing, be it fulltime or part-time.

TEMPORARY POSITION- Is a position created outside the established permanent work force for a set period of time; be it full-time or part-time.

CASUAL POSITION- Is a position filling in for a permanent or temporary position due to the absence of the incumbent or periodic assignments on an as needed basis; be it full-time or part-time.

DEPARTMENT - A component of the library comprised of staff that perform a similar function, generally led by a supervisor.

MANAGER - Staff who manage a section within the library and supervise/mentor staff or contract personnel within that area.

DIRECTOR - Is the staff member who is responsible and accountable to the Library Board for the management and operation of the Library.

BOARD - Shall mean Spruce Grove Public Library Board **LIBRARY** - Shall mean the Spruce Grove Public Library facility or organization

VOLUNTEER – Any individual working at the library that is not paid a wage or salary.

ABUSE - Physical contact intended to cause bodily harm or the use of threats, humiliation, forced social isolation, intimidation, harassment, coercing or restricting from appropriate social contact with the intention of causing emotional harm.

DISCRIMINATION - Unfavorable treatment based on racial, sexual, political, age, national, religious, or gender prejudice.

Glossary of Terms

HARASSMENT - Repeated offensive comments or actions that demean and belittle an individual or cause personal humiliation. This definition includes sexual harassment. Harassment is a form of discrimination and it is against the law. This is cited in the Canadian Human Rights Act. 4

WORKPLACE VIOLENCE - Any threatened attempted or actual conduct of a person that causes or is likely to cause the physical injury of any Spruce Grove Library employee or contractor while engaged in the performance of duties on behalf of the Spruce Grove Library. This includes such behavior as intimidation, abusive language, harassment, threats or acts of violence, discrimination or assault.

SUBSTANCE - A drug which when taken changes the way the users' body or mind functions.

SUBSTANCE ABUSE - The improper or inappropriate use of a substance. Possession of an illegal substance, whether used or not, is defined as misuse and is subject to reporting to the authorities.