

Employment Terms and Conditions Policy

<i>Topic</i>	Human Resources
<i>Authority</i>	Board
<i>Related Documents</i>	Alberta Employment Standards Code Collective Agreement between Wood Buffalo Regional Library and Canadian Union of Public Employees Local 2157-01

Wood Buffalo Regional Library (WBRL) terms and conditions of employment are administered in an equitable, accurate, and consistent manner. Terms and conditions are set out in the offer letter or employment contract, WBRL policies, and for unionized employees, the Collective Agreement between WBRL and the Canadian Union of Public Employees Local 2157-01 (CUPE 2157-01). WBRL follows applicable legislation when setting forth terms and conditions for employment.

Equal Opportunity Employer

WBRL provides equal opportunities for employment for all qualified persons. WBRL is committed to equal opportunities in employment under which individuals are selected and treated based on relevant merits and abilities.

Employment opportunities are open to all qualified applicants solely based on their experiences, aptitudes, qualifications, and abilities.

Advancement is based on the individual’s achievements, performances, ability, and potential for promotion.

Diversity and Inclusion Statement

WBRL embraces employees’ differences in age, colour, ability, family or marital status, gender identity or expression, language, place of origin, political affiliation, race, religion, sexual orientation, socio-economic status, and other characteristics that make our team unique. These differences enable WBRL to provide inclusive services to our diverse patron and stakeholder base. WBRL strives to foster a culture of learning, belonging and empowerment within the Library.

General Terms and Conditions

Union Employees

The terms and conditions of employment for union employees are contained in the Collective Agreement between WBRL and CUPE 2157-01, as well as in WBRL policies, procedures, and programs.

The Board ratifies any amendments to the Collective Agreement.

Exempt Employees

The terms and conditions of employment of exempt employees are set out the Terms and Conditions for Exempt Employees Directive, as well as in WBRL policies, procedures, and programs. Any changes to the Terms and Conditions for Exempt Employees Directive are communicated to the Board.

The Board establishes and administers conditions of employment for the Director separately.

Hours of Work

WBRL believes it is important to establish work hours to ensure employees are paid properly, entitlements are calculated accurately, and work is done consistently and within library expectations for when employees will work. The standard work week is Friday to Thursday. WBRL operates 52 weeks per year. Employees may be required to work a variety of shifts to meet WBRL operational requirements and extenuating circumstances. The regular hours of work for a full-time employee are seven (7) hours per day, and thirty-five (35) hours per week. Hours of a part-time employee may vary.

It is the responsibility of individual departments to manage hours of work ensuring efficient and effective operations, adherence by employees to start, rest, and stop times, and consideration of the relevant Collective Agreement provisions. It is the responsibility of employees to ensure they complete work in an efficient and effective manner, and to fulfill departmental requirements concerning work hours.

Compensation

WBRL wishes to maintain a compensation system that reflects equity within and amongst other libraries and the Regional Municipality of Wood Buffalo. WBRL works to ensure that employees receive appropriate monetary and non-monetary compensation.

Wages

The Director determines employee wages according to the Board's approved salary grid for each job classification. The Board negotiates the Director's wage separately.

Employee Years of Service Recognition

WBRL recognizes permanent full-time and part-time employees for length of service. An employee's ongoing commitment is important to the success of WBRL.

Employees receive a monetary award for years of service commencing with five years and every five years thereafter. The years of service will commence from the anniversary date. Employee awards are considered a taxable income.

Employees do not lose any time towards years of service when they are on maternity or parental leave.

If an employee takes an unpaid leave of absence that is not a job-protected leave and the time away is greater than 20 days, their years of service date is adjusted by the amount of leave time taken.

Time in relief or term positions are considered years of service if the employee obtains permanent full-time employment with the WBRL immediately following the end of their temporary term.

Pre-paid Visa amounts for years of service are awarded per the CUPE 2157-01 Collective Agreement or the Terms and Conditions for Exempt Employees Directive.

Termination of Employment

Resignation

WBRL employees who wish to terminate their employment are required to give written notice to their Manager or Supervisor. The length of notice period will be based on how long they have worked at WBRL.

- Notice of one week is required where an employee has worked more than 90 days but less than two years of service.
- Two weeks' notice is required when an employee has two or more years of service.

Employees who terminate their employment will receive the pay due to them plus vacation pay if owing.

Any resignations delivered orally will not be considered final until the written notice has been delivered.

Requests for rescindments will be handled on a case by cases basis; however, in the event WBRL incurs measurable costs to replace the resigning employee, it may not be possible for the employee to rescind a resignation. It is ultimately at WBRL's discretion to accept a rescinded resignation.

Dismissal

WBRL gives notice in accordance with the Alberta Employment Standards Code when terminating an employee.

The employment relationship may be terminated upon providing reasonable notice or pay in lieu of notice in accordance with the Employment Standards Code (Alberta) and applicable legislation, and

- in accordance with Article 11, Discipline, as per the Collective Agreement
- in accordance with Article 14, Probation, as per the Collective Agreement.

Retirement

Retiring is an important decision. An employee intending to retire must submit a formal letter of retirement to their Manager or Supervisor with the minimum notice before the effective date of retirement. Employees are asked to provide WBRL with 3 months' (90 days) notice period of retirement. Failure to provide 3 months' notice could result in delay of pension and applicable benefits for qualified retirees.

Administrative Human Resources Documents

The Board authorizes the Library Director to establish, revise, revoke, and replace administrative human resources directives, guidelines, and procedures as required.

The Library Director will inform the Board following the establishment, revision, revocation and replacement of such directives, guidelines, and procedures.

All WBRL employees must have access to applicable administrative human resources documents.

History

Created: October 20, 2021.

Revised: October 19, 2022.