



Section of Policy Manual: Personnel	Policy No.: PER-05
Subject: Human Resource Management	Policy Approval Date: Sept. 12, 2024 Date first approved: Sept. 12, 2019
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In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(1). “A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.”

The Gravenhurst Public Library Board, as the employer of all Library staff, seeks to create and maintain a work environment that is conducive to attaining its vision and mission.

Section 1: POLICY OBJECTIVES

1. *Appropriate staffing is in place to provide services to the community of Gravenhurst.*

This means that there are enough employees who receive ongoing training and skill updating, and that there is always someone who can step in to manage the Library on an emergency basis in the absence of the CEO/Chief Librarian.

2. *Employees are treated fairly and professionally.*

This means that there exists human resource policies and procedures that at a minimum respect and adhere to provincial legislation related to employment and where possible go beyond minimum standards. These policies are applied consistently to all employees, and employees are aware of these policies and procedures, and have a process for expressing an ethical dissent or reporting that human resources policies have not been followed.

3. *Employees receive fair compensation.*

This means that rates of pay, and benefits do not deviate materially from the geographic and professional market for the skills employed, and compensation, and that compensation adheres to the principles of pay and internal equity.



4. *The personal information of all employees is kept confidential.*

Personnel records may be accessed by the CEO/Chief Librarian and/or a Town of Gravenhurst Human Resources designate who must protect the privacy of employees.

Section 2: RESPONSIBILITY

Part 1 - The Library Board is the employer of all Library staff and is ultimately responsible for all human resources decisions.

1. The Library Board develops and approves all policies that are in support of its vision for human resources management including any clauses or practices originating from the municipality.
2. The Library Board, *as a collective whole*, directly hires and manages the CEO/Chief Librarian.
3. The municipality assists with payroll processing and provides support and guidance in a number of human resources areas, such as recruitment.
4. The Library Board may establish a committee to undertake specific human resources work on behalf of the Board as a whole, in which case, terms of reference for the committee will be established.

Part 2 - The CEO/Chief Librarian is responsible for human resources management within the Library.

1. In conjunction with the Policy Committee, the CEO/Chief Librarian develops human resources policies that support the Library Board's vision, for library board approval.
2. The CEO/Chief Librarian keeps informed of legislative and social changes which have an impact on the Library Board's human resources policies and procedures.
3. The CEO/Chief Librarian hires and manages all Library employees.



Section 3: EMPLOYEE RECORDS

With assistance from the Town of Gravenhurst's Human Resource Department, the CEO/Chief Librarian maintains current, confidential information for each employee to meet statutory requirements such as income tax, pension, and employment insurance benefits. Information is kept to provide documentation to substantiate decisions on hiring, promotion, compensation, benefits, disciplinary action, and termination.

1. Employee records are kept as electronic files by the CEO/Chief Librarian and by the Town of Gravenhurst. All electronic records are password-protected.
2. An employee may request and will be granted supervised access to their records.
3. An employee is not permitted to remove or add anything to the content of the employee files.
4. Where a Library Board member seeks access to an employee's personal information the Board member may only obtain the personal information:
 - a. in compelling circumstances affecting the health or safety of an employee
 - b. in compassionate circumstances, to facilitate contact with the next of kin or a friend of an employee who is injured, ill, or deceased.
5. Each record contains basic administrative information such as emergency contact numbers; benefits; salary and tax-related information; letter of employment; performance appraisals; and professional development information.
6. A record of emergency contact information for each employee is also maintained and employees should advise the CEO/Chief Librarian promptly of any change to their personal information held at the Library.
7. Records for staff who are no longer employed by the Library must be retained for a period of 6 years (see Town of Gravenhurst records Retention Schedule Dec. 21, 2021). Records that are no longer required are destroyed in a secure manner.
8. Any breach of privacy must be reported to the CEO/Chief Librarian.



Section 4: EMPLOYEE-EMPLOYER COMMUNICATIONS

1. The Library Board and CEO/Chief Librarian will circulate reports, long-term plans, and operational information to employees. This will allow well informed employees to contribute to stronger organizational decision-making and better represent the Library to the public.
2. The CEO/Chief Librarian will meet regularly with employees to facilitate strong staff participation in the workplace.
3. Within its communication framework, the CEO/Chief Librarian will adhere to the conditions and circumstances described in GPL Policies PER-07 Hours of Work and PER-15 Disconnecting from Work.

Section 5: EMPLOYMENT STANDARDS

1. The Library Board will follow the Ontario ***Employment Standards Act, S.O. 2000*** (ESA) and all subsequent versions of the Act. The CEO/Chief Librarian will work within the Act, except in circumstances described in #3 below.
2. All new employees will be provided with a print copy of the Employment Standards poster within 30 days of the date that the person becomes an employee, as required under the ESA.
3. The ESA does not apply to certain employees or volunteers including:
 - a. A secondary school student who performs work under a work experience program authorized by the school board that operates the school in which the student is enrolled.
 - b. An individual who performs work under a program approved by a college of applied arts and technology or a university.
 - c. A participant in community participation under the ***Ontario Works Act, 1997***.
 - d. An individual who performs work under an order or sentence of a court or as part of an extrajudicial measure under the ***Youth Criminal Justice Act*** (Canada).
 - e. An individual who performs work in a simulated job or working environment if the primary purpose in placing the individual in the job or environment is their rehabilitation.
 - f. Any prescribed individuals listed in ESA, S.O. 2000, c. 41, s. 3 (5); 2006, c. 19, Sched. D, s. 7; 2017, c. 22, Sched. 1, s. 2 (2); 2020, c.3, s.1.



For employees within those exempt categories, the Library will follow the employment standards as prescribed by the appropriate governing bodies (e.g. secondary school, college, Ontario Works program, etc.) and not the ESA. However, these individuals will be bound by the policies of the Library including all Personnel, Health & Safety policies and the Volunteer Program Policy PER-04, and all employees, including this exempted class, are required to sign the Library's Policy Acknowledgement Statement and Confidentiality Statement (see PER-12 and PAT-01).

Related Documents:

- Employment Standards Act***, S.O. 2000
- Public Libraries Act***, R.S.O. 1990, c. P44, s. 15(1)
- GPL Policy PER-12 Employee Code of Conduct Appendix A***
- GPL Policy PAT-01 Privacy, Access to Information and Electronic messages under CASL Appendix A***
- GPL Policy PER-04 Volunteer Program***
- GPL Policy PER-07 Hours of Work***
- GPL Policy PER-15 Disconnecting from Work***
- Gravenhurst Public Library New Hire Checklist***