

Mundare Municipal Public Library Board

Policy MMPL 4 - Personnel Policy – Conditions of Employment, Performance Evaluation, Grievance

Conditions of Employment

1. Hours of work need to be flexible to cover the range of library hours of opening. The library manager will create her work schedules in consultation with the Board.
2. The Library Manager is paid in accordance with the Board and library manager's employment contract. The library manager is eligible for an annual pay increase following a successful performance evaluation. An annual cost of living increase may be approved at the discretion of the library board during the budget process.
3. As a part-time employee, the library manager will receive a paid 30-minute break in accordance with Alberta Employment Standards. "An employee is entitled to one 30-minute break after the first 5 hours of work for shifts that are that are between 5 and 10 hours long. If the employer and an employee agree, the break may be taken in two periods of at least 15 minutes"
4. Part-time employees shall receive vacation time and vacation pay in accordance with Alberta Employment Standards.

Performance Evaluation

5. The primary purpose of performance evaluation is to compare actual results with desired results and to design action plans for the future. The essence is guidance, mentoring, and development for continuing improvement. It is also an opportunity to thank employees for their efforts on behalf of the library. The library board is an employer, and so it must take steps to evaluate its employees on a regular basis.
6. All employees, including the manager, should be evaluated at the end of their six-month probationary period. They should then complete the Performance Evaluation Form with their supervisor once a year. However, performance conversations should also be taking place throughout the year, as described in Section C of the Performance Evaluation Form.
7. The Library Manager shall be evaluated by the Board with the Board Chair as the primary contact person between the library board and the Library Manager.
8. The Library Manager will meet with the Board, and they shall complete the evaluation form together. The completed evaluation form shall then be placed in the Library Manager's personnel file.
9. The Library Manager is responsible for evaluating the library volunteers. All volunteers will interview with the Library Manager, and they will complete the

evaluation form together. The completed evaluation form shall then be placed in the volunteer's personnel file.

10. Mundare Municipal Library Board recognizes the long service contribution of its employees and volunteers. Employee years of service and volunteer retirees shall be annually celebrated in consultation with the employee/volunteer.

Grievance Procedure

11. The line of authority goes from the Board to the Library Manager, through the Board Chair and vice versa. Feedback from library patrons and Town of Mundare staff goes the same way. The Board presents itself as one voice, through the Board Chair.
12. If the Library Manager has a concern related to her employment in the library, she should discuss the matter with the Library Board Chair.
13. If the Library Manager and the Board Chairperson cannot resolve the issue, a full written record of the concern should be made to the Library Board within 15 days of the discussion.
14. After receiving and considering the written grievance, the Board should forward a written record of its decision to the griever within 30 days of the original written concern being received.
15. If the response or decision of the Library Board is unsatisfactory to the griever, he has the right to appeal to other organizations as applicable:
 - a. Alberta Employment Standards: Contact for issues related to hours of work, holiday pay, days off, maternity and parental leave, overtime hours, vacations, wage payment, and employee termination.
 - b. Occupational Health & Safety: Contact for issues related to workplace safety, including working alone.
 - c. Office of the Information and Privacy Commissioner of Alberta: Contact to make a request for your personal information under the FOIP act. For more information about the FOIP act, contact Service Alberta.
 - d. Alberta Human Rights Commission: Contact for questions regarding discrimination in the workplace.

Date approved/updated: October 21, 2021

Mundare Municipal Library Board
PERFORMANCE EVALUATION FORM

Date: _____ Assessment Period: _____

Employee Name: _____

Position: _____

Reviewer's Name(s): _____

PART A: Employee Self-Reflection

The employee should complete this section once a year. Use this section to reflect on your own performance as you complete this form. Your conversations recorded in Section C do not have to use these questions.

1. Has the past year in your position been good, bad, or satisfactory to you? Why?
2. What do you consider to be your most important achievements of the past year? Why?
3. What do you like and dislike most about working for this Mundare Municipal Library?
4. What elements of your job do you find the easiest and the most difficult?
5. What elements of your job interest you the most and the least?
6. What actions could be taken to improve your performance in your current position by: You: Your board:

PART B: Performance Objectives and Accountability

The employee and the reviewer(s) should complete the first three columns at the beginning of the assessment period. The employee and the reviewer(s) should work together to describe the employee's individual performance objectives for the next year, including measures and targets. Complete the last column at the end of the performance period.

<p><u>OBJECTIVES</u> (What do you and your supervisor agree you should achieve?)</p>	<p><u>PLAN OF SERVICE</u> (How does this objective tie into your library's Plan of Service?)</p>	<p><u>MEASURES</u> (How will you know you've achieved your goals?)</p>	<p><u>RESULTS</u> (What did you achieve?)</p>
<p>E.g. I want more children to come to storytime.</p>	<p>E.g. One of our library's objectives is to improve children's attendance at library programs.</p>	<p>E.g. Storytime attendance will improve by 10% by this time next year.</p>	<p>E.g. Storytime attendance improved by 12%.</p>

PART C: Conversations Throughout The Year

The employee and his supervisor should complete this section throughout the year. Performance management is an ongoing conversation between the employee (you), and your supervisor. Use this section to record ongoing discussions with your supervisor throughout the year, whether they are informal and spontaneous or scheduled and focused.

Conversation topics normally include:

- Your progress in fulfilling your objectives.
- Problems you've encountered, how you dealt with them, and what you learned from the experience.
- Issues you're dealing with and how your supervisor can provide support.
- Constructive feedback on your performance and how your supervisor can provide support.
- Your learning and career goals and how your supervisor can provide support.

This section is for the benefit of you and your supervisor. You can record as many or as few conversations as you like. You can write as much or as little as you like. Review these conversations with your reviewer(s) at the end of the performance period.

Conversation Date	Key Discussion Points

PART D: Professional Development

Identify any courses, workshops, or other training taken by the employee over the past year:
Identify any training or development activities that the employee wants to take or that the reviewer recommends that he take:

PART E: General Comments

Reviewer Comments:
Employee Comments:

The employee and the reviewer(s) acknowledge that this assessment has been reviewed and discussed by signing and dating below.

Employee Signature

Print Name

Date

Reviewer Signature

Print Name

Date