

Lincoln Public Library Board

POLICY MANUAL

SECTION: PERSONNEL

POLICY G-3

TOPIC: CONDITIONS OF EMPLOYMENT

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DATE: March 2003

REVISED: July 2003; March 2008; November 2008, September 2012

1. Hours of Work

- i. Full-time employees shall work 35 hours per week including evenings and Saturdays, as scheduled by the Deputy CEO.
- ii. Regular scheduled shifts for part-time adult employees shall be a minimum of 3 hours. If an employee is called in to work a shift of less than 3 hours, he/she will be paid for 3 hours.
- iii. Breaks of fifteen minutes are allowed for each full-time and part-time employee for each 3 consecutive hours worked; however, part-time employees, who work a shift of 5 hours or greater duration, are entitled to an unpaid 30-minute lunch period.

2. Notice of Termination of Employment

If possible, all employees shall give at least one month's written notice to the library board to terminate their employment. The following guidelines for notice of termination of employment apply:

- i. Two weeks, if employee has worked less than 2 years;
- ii. Four weeks, if employee has worked 2 years but less than 5 years;
- iii. Six weeks, if employee has worked 5 years but less than 10 years;
- iv. Eight weeks, if employee has worked more than 10 years.

Notwithstanding, the board may terminate any employee in accordance with **Policy G-4: Discipline & Dismissal**.

3. Payday

- i. An employee shall have available his/her pay every second Thursday by 4:30 pm by direct deposit. An itemized statement of his/her wages and deductions will be provided. In the event that payday coincides with a statutory holiday or some major unforeseen circumstance arises, the Director of Finance (Corporation of the Town of Lincoln) may substitute another payday.
- ii. Each salaried employee shall be paid on the basis of annual salary divided by the number of paydays each year.

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4. Probationary Period

- i. All appointments are probationary for a period of six months. After the probation period, the CEO will either approve permanent status or termination for the employee. The CEO will recommend permanent status or termination to the Board for the DCEO position. In the case of the CEO's position, the CEO Performance Evaluation Committee shall make a recommendation to the board following the probationary period.

5. Rates of Pay

- i. Salary ranges for permanent grid positions shall be as specified from year to year following the Town's pay grid. An employee's rate of pay will be within the range based on years of service, qualifications, and performance. Casual circulation assistants receive pay rates *in accordance with the casual part-time rates established by the Town and approved by the Board*. Pages receive the current minimum wage rate.
- ii. Salary increases from step to step on the approved grid shall be awarded following a successful performance appraisal that has been completed by the CEO or Deputy CEO, if appropriate, or in the case of the CEO, by the library board.

6. Retirement

- i. Retirement shall be reflected as per the Employment Standards Act or the date at which a person retires under the early retirement provisions of the Ontario Municipal Employees Retirement System.
- ii. It is understood that once an employee has determined a date of retirement, they are responsible to advise the CEO in writing of their intent to retire and specify the retirement date. It is preferred the employee provide written notice of retirement no less than sixty (60) days in advance of the retirement date as a reasonable period to process the retirement.

7. Timesheets

- i. Each employee is responsible for accurately completing his/her timesheet.