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**BARRIE PUBLIC LIBRARY  
HUMAN RESOURCES POLICY**

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**MOTION #17-35**

**Revised June 22, 2017**

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**1. THE LIBRARY'S EXPECTATIONS OF ALL EMPLOYEES**

All employees are expected to embrace the Library's Vision, Mission and Values, to promote the Library's image and to abide by the Library's policies, rules, regulations and code of conduct for employees.

**2. NO DISCRIMINATION**

Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identity, gender expression, receipt of public assistance, sexual orientation, age, record of offences, marital status, family status or disability.

**3. HEALTH AND SAFETY**

The Library recognizes the extremely high priority of health and safety in the workplace. The responsibility for safety is shared by all employees at all levels of the organization. The success of the Health and Safety program depends on the commitment, enthusiasm and efforts of all employees working toward a common objective: to eliminate accidents and injuries in the workplace.

All Health and Safety issues must be reported to the employee's supervisor.

**NO JOB IS SO URGENT THAT TIME AND CARE CANNOT BE TAKEN TO DO THE WORK SAFELY!**

**4. PERSONAL FILES**

An official file of each employee's career with the Library shall be maintained by the Manager, Human Resources. This file will contain a record of such things as anniversary date, promotions, transfers, disciplinary action, performance appraisals, etc.

An employee shall have the right to review his/her file in the presence of the Manager, Human Resources and shall have the right to have a copy of any document in his/her file but shall not alter or remove any document from his/her files. An employee shall have the right to respond, in writing, to any document contained therein, such reply to become part of his/her record. The employee shall give two (2) working days' notice to have access to the file and the written response to any document contained in the file shall be given within ten (10) working days of the date of access.

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An employee's personal file is confidential; access to it is subject to the provisions and restrictions of the Municipal Freedom of Information and Protection of Privacy Act and the Public Library Act. Personal information contained in an employee's personal file shall be disclosed only to an authorized officer of the Library who legitimately requires access to such information in the performance of his/her lawful duties and responsibilities, or to a person to whom such disclosure is authorized by law.

**5. SERVICE**

An employee's service with the Library is counted from his/her date of hire in his/her current period of continuous employment.

**6. RECOGNITION**

An employee with 25 years of continuous service with the Library will be presented with a gift from the Library Board.

**7. STAFF TRAINING AND DEVELOPMENT**

Attendance at workshops/conferences etc. is governed by the relevant article(s) in the current collective agreement, Personnel Policy Statements and training requirements as determined by administration.

The objectives of staff training are to: Support the mission and goals of the organization to provide library services to the community as directed by the Board; Ensure a highly skilled and motivated work force that can carry out the functions and challenges required to deliver library services to the Barrie community by providing personnel with opportunities to use their skills to achieve further development; Apply to all staff in as fair and equitable manner as possible within budget and staffing limitations; Include the participation of all staff in determining training needs but with responsibility for the determination of annual budget, plans and priorities to best meet organizational goals and priorities to reside with CEO and management team.

**8. REIMBURSEMENT FOR EXPENSES**

Reimbursement for travel expenses and meals will be in accordance with the reimbursement rate approved by the City of Barrie. To receive reimbursement, the employee must properly complete and submit an Expense Report Form and provide an itemized receipt. A credit card slip is not acceptable.

**HOSPITALIZATION**

The Library will send flowers, a fruit basket or the equivalent to a Library employee or member of the library Board who is hospitalized for a period of more than four (4) days.

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**BEREAVEMENT**

The Library will send flowers for the funeral, or make an equivalent donation in memoriam in the event of the death of:

- a library employee
- a member of the library Board
- the spouse of a library employee or member of the library Board
- the child of a library employee or member of the library Board
- parent, sibling, parent-in-law or grandchild of a library employee or member of the library Board.

**9. DISCIPLINE**

For guidance on disciplinary matters, managers should consult with the Manager Human Resources and CEO.

**10. DRESS CODE**

While an employee is at work, his/her clothing shall be clean, neat, well fitting, in good condition and consistent with the responsibilities of his/her position, so as to project a favourable image of the Library.

**11. LIBRARY CLOSURES**

If the Library CEO closes the library during operational hours and authorizes staff to go home, all employees present are deemed to have worked their normal scheduled hours for that day. Employees scheduled to begin work at or after the closure will be deemed to have worked their normal scheduled hours for that day.

Motion #05-11	Approved January 27, 2005
Motion #06-39	Revised November 23, 2006
Motion #09-20	Revised June 25, 2009
Motion #11-16	Revised April 28, 2011
Motion #14-36	Revised November 27, 2014
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