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EMPLOYEE HANDBOOK

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Approved by TAL Executive Committee

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EMPLOYEE HANDBOOK

INTRODUCTION

This handbook is intended to provide information on common practices and decisions affecting employment at The Alberta Library (TAL). For topics which are not covered within this document, the employee is encouraged to discuss the matter with his/her immediate supervisor(s); the Manager, Finance and Human Resources; and/or the Chief Executive Officer.

The information in this document applies to all positions within TAL, with the exception of the Chief Executive Officer and those employees seconded from other institutions. The Chief Executive Officer is responsible for all aspects of personnel management within TAL, and may delegate responsibility to supervisors and members of the Management Team, as appropriate.

EMPLOYMENT

Definitions

Permanent Employee:	An employee who has successfully completed the probationary period and whose employment has no pre-determined end point.
Term Employee:	An employee who is hired for a specified term. Term employees may be paid on a monthly salary or an hourly rate.
Wage Employee:	Employees who are paid on an hourly basis and may be eligible for benefits after six months employment.
Seconded Employee:	An employee whose services are contracted through an arrangement with another institution for a specified period of time and whose compensation and benefits are determined by their home institution.
Full time:	An employee whose regular hours of work are 35 hours per week.
Part-time:	An employee whose regular hours of work are less than 35 hours per week.
Anniversary Date:	The employee's first day of work, which is generally the date as stated in the letter of employment.
LSI:	Long Service Increment
TOIL:	Time Off In Lieu

Standards

TAL complies with federal and provincial legislation including, but not limited to:

- Alberta Employment Standards Code and Regulations
- Alberta Labour Act
- Alberta Occupational Health and Safety Act
- Alberta Personal Information Protection Act.
- Alberta Workers Compensation Act
- Canada Labour Code
- Income Tax Act
- Personal Information Protection and Electronic Documents Act

Employees are encouraged to be aware of the standards. The Manager, Finance and Human Resources may provide clarification where needed.

Recruitment

All vacant positions are simultaneously posted internally and externally. Candidates are considered on the basis of qualifications, knowledge, experience, and past work performance.

TAL is committed to the principle of equal opportunity. As an employer, TAL welcomes diversity in the workplace and encourages applications from all qualified applicants.

Employment is conditional upon acceptance of the terms of employment outlined in the letter of acceptance or employment contract.

Orientation

The supervisor and the Manager, Finance and Human Resources will provide an orientation during the probation period. The information presented during the orientation includes, but is not limited to:

- Basic information related to the employee's immediate job, including a review of the job description
- An overview of TAL, including policies and procedures
- A review of the TAL Code of Conduct
- Goals to be reached during the probationary period,
- Information about library services in Alberta, as it relates to TAL and to the position.

Probation

The probationary period for a new employee is normally three (3) months, with the option to extend as necessary to a maximum of nine (9) months. During this period, the employee will be evaluated on his/her job performance. The supervisor oversees the probation and ensures that the employee has the information necessary to do their job,

including, but not limited to the development of a work plan and provision of training where necessary.

At the completion of the probationary period, the Supervisor will file a written performance review. The probationary period may be extended on recommendation of the supervisor, and at the discretion of the Chief Executive Officer. The terms of the extension will be stated in writing, signed by the supervisor and the employee and kept on file. Any extension must be communicated prior to the end of the original probationary period.

During the probationary period, the Chief Executive Officer may dismiss a probationary employee. The employee shall be given five (5) working days written notice if the employment period is greater than three (3) months.

Position Descriptions

Position descriptions are completed for all positions within TAL. Roles and responsibilities are periodically reviewed.

Monthly Time Sheets and Absence Reports

Monthly timesheets or absence reports must be submitted to the supervisor at the end of each month, who shall forward same to Human Resources.

Any discrepancies between the employee records and TAL's records should be discussed with the Manager, Finance and Human Resources.

Personnel Records

The Manager, Finance and Human Resources maintains the official personnel file for each employee. These records are kept confidential, with access limited to the Director, supervisor, Human Resources and the Chief Executive Officer. Employees may view their file, giving twenty-four (24) hours notice to the Chief Executive Officer.

The following information is kept on file:

- The employee's résumé
- Copy of the job description, letter of acceptance or employment contract.
- Overtime agreement, timesheets, absence reports, overtime authorization
- TD-1 Forms
- Emergency contact information
- Records of pay adjustments
- Any materials respecting performance, including performance evaluations, record of disciplinary action, completed continuing education and training information.
- A signed memo from the employee indicating the employee has read and understands the Employee Handbook.
- A copy of the employee's signed benefits enrollment form, which includes authorization for automatic payroll deduction.

- A copy of the employee's payroll authorization deduction form for employee's participation in TAL's Retirement Savings Plan.

All employees must keep the Manager, Finance and Human resources informed of any changes to his/her circumstances, such as contact information, change of address or change of status.

Discipline

In the event of unsatisfactory job performance or breach of policies and procedures, a range of disciplinary measures may be applied. Verbal reprimands, written letters of warning, suspension (with or without pay) or termination may be levied. All disciplinary action will be documented in the employee's personnel file and will be maintained for three (3) years from the date of the warning. This information will be purged if no new disciplinary action is taken during this period.

Termination

TAL has the right to end the employment relationship with any employee.

Alberta Employment Standards will be followed with respect to notice of termination and pay in lieu of notice.

Process for Resolution of Differences

Personnel are encouraged to resolve disagreements, disputes or differences informally through discussion or other problem solving approaches.

Formal dispute resolution shall follow the filing of a written complaint to:

- The immediate supervisor within ten (10) working days of the circumstances giving rise to the dispute.
- The Chief Executive Officer within ten (10) working days if the dispute is not resolved with the immediate supervisor.
- The Executive Committee within ten (10) working days if the dispute is not resolved with the Chief Executive Officer. The Executive Committee's decision is final in all cases.

These timelines may be extended upon mutual agreement.

A written notification of the resolution will be provided to the employee within five (5) working days of the resolution. Termination is not grievable.

Giving of Notice

When resigning, an employee must give notice as described in the Notice of Termination clause of the Employment Standards regulation, which states that if an employee wishes to resign, they must give written notice:

- of one (1) week, if he/she has more than three (3) months but less than two (2) years of service,

- of two (2) weeks, if more than two (2) years of service.

Written notice is submitted to the employee's supervisor, who will forward the notice to the Manager, Finance and Human Resources and Chief Executive Officer. The Manager, Finance and Human Resources will conduct an exit interview before the last day of work.

References

The Chief Executive Officer or immediate supervisor may provide employment references upon request for TAL employees, should they so wish. References will be provided in accordance with appropriate legislation.

WORKING CONDITIONS

Hours of Work

The hours of work are specified in the offer of employment letter. Unless otherwise agreed upon, employees are expected to work during office hours, which are 8:30 a.m. to 4:30 p.m., Monday through Friday. Employees work seven (7) hours per day excluding one (1) unpaid hour for lunch. Two fifteen (15) minute break periods are granted to all employees.

Flexibility in Hours of Work

Changes to regular scheduled hours may be approved at the discretion of the Chief Executive Officer, and upon the recommendation of the Supervisor. Such changes will be requested in writing.

Employees may be required to work flexible hours in order to fulfill the requirements of their jobs – most often this is required for travel to and from meetings. In consultation with the supervisor, the employee may adjust their working day to accommodate the required hours, or request pre-approval of overtime.

Management Earned Days Off (EDO'S)

TAL will provide management with 5 "earned days off" (EDO's) per year in lieu of overtime. The provision of this benefit will enable TAL to effectively compete in the attraction and retention of key talent, and ensure its compensation practices align with, and remain competitive with the practices of comparator market organizations.

Management earned days off may not be carried into the next year.

Overtime

Overtime is defined as hours worked in excess of seven (7) hours per day or thirty-five (35) hours per week or hours worked in excess of the number of regularly scheduled hours per week for part-time employees.

Overtime must be approved in advance, in writing, by the supervisor, and must be documented on monthly time sheets or absence reports. Any overtime not authorized by the supervisor will not be approved for compensation.

An Overtime Agreement between TAL and employees will provide for time-off-in-lieu (lieu time or TOIL) at an hour for hour worked rate instead of overtime pay. Employees are requested to sign the Overtime Agreement (Appendix 1, Overtime Agreement). Amendment or termination of this overtime agreement will require one (1) month's written notice.

Lieu time must be taken within three (3) months of the end of the pay period in which it was earned. Lieu time not taken within this period will be paid out at one and a half (1.5) times the employee's wage rate for the overtime hours worked. Employees are encouraged to take lieu time within the same pay period in which it is earned, subject to the requirements of the job.

No more than a total of thirty-five (35) hours can be accrued at any given time. Overtime accrued during the fiscal year must be taken as time off in lieu or paid out by the end of each fiscal year.

Lieu time is provided, taken and paid at the regular rate of wages at a time that the employee could have worked and received wages from TAL.

TAL reserves the right to pay out lieu time at the rate prescribed in the Employment Standards Code.

Upon giving or receiving notice, the employee will be encouraged to take time off in lieu of any accumulated overtime. Any overtime not taken in lieu before the last day of work will be paid out according to the Employment Standards Code.

Positions designated as management will be provided with five (5) management days yearly in lieu of overtime and provisions for flex time. These days must be taken in the year they are granted.

Pay Periods

There are twelve (12) pay periods per year with each pay day occurring two (2) banking days before the end of each month. Employees may request an advance of not greater than fifty percent (50%) of their net monthly earnings, payable by the fifteenth (15th) day of each month.

Deductions

Mandatory deductions are made on each payroll for Income Tax, Canada Pension Plan and Employment Insurance in accordance with government regulations. Deductions are also made for the employee portion of the Group Benefits plan and the employee contribution to the Group RSP plan.

Vehicle Use and Expenses

Personnel are reimbursed for expenses accumulated on TAL business by completing an expense claim form. The claim procedure and rates are described in TAL's "Policy and Procedures for Reimbursement of Expenses."

PERFORMANCE MANAGEMENT AND ASSESSMENT

Performance Management

The Alberta Library performance management process has been established to assist in the development and training of staff, as well as to assist in making pay for performance decisions. This process will consider all facets of performance management as outlined below.



Performance Assessment

Supervisors must complete annual performance appraisals for each employee under their respective supervision. This is a joint activity between the Supervisor and the employee. The annual performance appraisal of each employee shall be completed within one (1) month prior to the employee's anniversary date of employment.

Interim reviews shall be conducted during the period under review.

All reviews are kept in the employee's file, with one completed copy given to the employee.

Annual Performance Adjustment

The amount of a salary increase provided to an employee will be based on an assessment of their performance in the preceding year. If an employee's performance is not assessed at least at the "Expectations Met" level, the employee will not be eligible for a merit increase.

Performance Rating Categories

- Amount of Annual Base Salary Increase

Exceeded: Exceeds all performance expectations and measures. Effectively models/demonstrates excellence in their performance of their job. Goes above and beyond basic requirements of the position and the performance expectations for a given year (period under review)	2 <i>increments</i>
Meets Expectations: Successfully meets all, and/or or exceeds some performance expectations and the requirements of their job. Effectively models/demonstrates good performance throughout the year.	1 <i>increment</i>
Expectations Not Met: The performance expectations were not met for the review period.	No <i>increment</i>

CONTINUING EDUCATION AND TRAINING

Personal Initiative

All employees are expected to actively pursue the acquisition of knowledge of TAL, its policies and programs, services, and its position and role in the service network and to engage in on-going professional development and training to enhance personal and professional performance.

Individual Learning, Training and Development

All staff are encouraged to participate in their respective local, provincial and / or national associations.

Funds will be designated in the annual budget to support individual learning, training and development.

The Alberta Library supports staff in two categories of learning:

- training, which means the acquisition of knowledge, skills, and competencies **required** to fulfill specific job responsibilities, and
- professional development, which is targeted at enhancing the employee's **personal capacity** by maintaining, upgrading and updating the employee's knowledge.

The Alberta Library supports training when that training need is identified by the manager/supervisor as part of the employee assessment process. In such cases, The Alberta Library will assume costs for:

- Leave with pay to participate in the activity.
- Registration fees

- Travel costs, including meals, if in a location other than Edmonton
- Accommodation, if in a location other than Edmonton

Note that if the fees are for a course leading to a degree or certificate, the employee will be asked to agree to reimburse TAL for the cost of the course, if the employee does not pass the course, or leaves TAL within six (6) months of the completion of the course.

Professional development opportunities are jointly identified by the employee and the supervisor, and must have application to the individual's occupation in order to be supported. Employees must submit a Continuing Education and Training Authorization form.

TAL provides the following support for professional development.

- Leave with pay to participate in the activity.
- Payment of registration for a workshop, conference or course and/or membership fees in a "professional" organization.
- Leave with pay to participate in the activity.
- Travel costs, including meals, if in a location other than Edmonton
- Accommodation, if in a location other than Edmonton

Overtime is not provided in either of the above situations.

COMPENSATION AND SALARY ADMINISTRATION GUIDELINES

The Alberta Library (TAL) shall develop and administer an equitable salary administration program which will:

- Establish pay levels that are competitive to ensure that the required personnel and skills may be attracted, acquired, and retained;
- Assign each employee to a salary band that is related to the employee's duties and responsibilities;
- Adopt a salary band system to assist with the application of The Alberta Library's salary administration.
- Equal pay will be provided for work of equal value for all jobs requiring equal skill without regard to race, sex, or age.

These compensation and salary administration guidelines provide The Alberta Library (TAL) employees with a framework for understanding the organization's compensation program features. The guidelines represent the foundation on which The Alberta Library compensation program elements are developed and recognize the contribution of a position and the performance of its employees.

Total Compensation Principles

The total compensation program for The Alberta Library will conform to the following six (6) principles:

- Flexibility: The compensation system will be flexible and responsive to different types of operations and staffing requirements, as well as being easy to administer;
- Internal Equity: The relative value and contribution of The Alberta Library positions will be considered in establishing base pay;
- Alignment: Compensation practices will reinforce and support the accomplishment of our mission, vision and strategic plan, ensuring accountability to our membership;
- Market Competitiveness: Appropriate labour markets will be referenced in establishing our compensation practices to enable The Alberta Library to effectively compete for and retain qualified staff;
- Economics: The organization's "ability to pay" and operational performance will be considered in deriving compensation levels in relation to selected markets; and,
- Legislative Compliance: All TAL compensation programs will comply with legislative requirements.

Compensation Objectives

The Alberta Library (TAL) strives to provide a fair and equitable "total compensation" program for all its employees, consistent with the level of authority and accountability of their positions. The specific objectives of The Alberta Library compensation program are:

- To provide fair and equitable "total compensation" for all employees (i.e., total compensation refers to all elements including base salary and non-cash benefits);
- To promote the achievement of the vision, mission and organizational goals by ensuring alignment between individual employee's, departmental and organizational objectives;
- To attract and retain the services of talented and qualified contributors.

Maintaining Competitiveness with the External Market

A key feature of the compensation program is the development of compensation levels that are competitive with other comparable employers in the Alberta labor market and with other similar organizations at a national level.

Elements of Compensation ("Pay")

The Alberta Library has a comprehensive approach to all elements of the "total compensation" program including:

- A base salary structure based on competitive market pay levels, and which considers a combination of not-for-profit and public sector pay practices;
- A benefits program (i.e., employee benefits, paid time off, perquisites) determined in relation to the local labour market and the practices of comparator organizations.

Approvals/Administration

The Alberta Library's total compensation program will be approved by The Alberta Library Board/Executive, including any material changes.

The Chief Executive Officer will assume prime responsibility for the implementation of the compensation program. Directors and supervisors will ensure compliance with approved departmental budgets and the evaluation and monitoring of performance contributions of their assigned staff, consistent with strategic and action plans.

Salary Budget and Economic Adjustments

The Alberta Library salary structure will be reviewed every two (2) years and the base salary may be adjusted or increased considering general economic conditions and local/provincial salary data information (e.g. inflationary pressures, cost of living, etc.). A formal market or salary survey is not necessarily required on an annual basis.

Subject to available funding, a salary increase will be allocated to all program departments on an annual basis for both performance and economic adjustments.

Evaluation of Position (Job) Content

The process for considering the overall relative value of work is known as position (job) evaluation. This process simply assesses the work done and internal relationship between positions. It is essential to note that this involves an evaluation of positions on a relative job content basis and NOT an incumbent's performance.

The Alberta Library job evaluation system is characterized by:

- accurate, current and complete position descriptions;
- a reliable and credible position evaluation method;
- trained and knowledgeable position evaluation staff;
- a quality assurance review; and
- an appeal process.

All positions will be evaluated through the use of the Decision Making/Point Factor Classification method of job evaluation. The Alberta Library's position evaluation plan considers the following factors:

- Decision Making
- Leadership
- Communication Skills
- Complexity
- Knowledge

The relative ranking of positions provides the basis for the salary grade structure.

New Positions

Accurate and up-to-date position descriptions are required in order to evaluate a position's "ranking" within the organization. In conjunction with Human Resources, Directors and/or Managers will develop a job description and request an evaluation and assignment to a salary band for the new position prior to recruitment. The Chief Executive Officer makes the final decision on classification of a position.

Re-evaluating or Reclassifying Existing Positions

If there has been a fundamental change in responsibilities, a re-evaluation of the position must be requested in writing providing the rationale for the re-evaluation. The request may be submitted by an employee to the supervisor or director. If the supervisor or director agrees that the re-evaluation request has merit, it will be forwarded to Human Resources for review and evaluation. An external human resources consultant may be engaged to assist with this process.

Requests for reclassification may also be submitted to Human Resources by the Supervisor or Director if there is a fundamental change in responsibilities.

The Chief Executive Officer is the final authority for decisions on reclassifications.

Appeal Process

If an individual employee is not in agreement with an evaluation result, their concerns should be forwarded to their supervisor/director. If the concern is not resolved at this stage, it should then be forwarded with the appeal rationale to Human Resources and the respective manager/supervisor. Human Resources will review and may decide to re-engage the job evaluation consultant.

If an issue remains unresolved, the Chief Executive Officer will have sole final appeal decision authority.

Salary Range Structure and Placement in a Salary Range

Once a position has been evaluated, it will be placed within a salary range, based on the Decision Making evaluation results. The Alberta Library has adopted a salary range structure consisting of five (5) salary bands. The salary bands recognize the differences in the scope of duties and responsibilities and the unique nature and diversity of positions.

Each band includes ten (10) levels with set increments for each level.

The entry level or development level pay for an individual who does not possess the full qualifications (i.e. basic skills, education and/or experience) and/or requirements for the position is one (1) increment below the range minimum.

Employees are eligible for the long service increment (LSI) once they have reached the top of their salary band, and have been employed by The Alberta Library for a minimum of seven (7) years.

Performance Pay Determination

Movement (progression) through a salary range will be based on an assessment of an individual's performance. Automatic increases within a range will not be available.

A direct relationship will exist between compensation and performance. This relationship will be based on the accomplishment of pre-determined performance objectives that will include financial, operational and/or non-financial/qualitative measures. These objectives will be developed within The Alberta Library's performance management program.

Recommendations for a salary increase may be made by the employee's supervisor to the Chief Executive Officer, within the context of the employee performance appraisal.

Red Circled Positions

A Red Circled Position is one in which the incumbent's salary has been frozen. Positions may be red circled for the following reasons:

- An employee is transferred or moved to a lower level position.
- An employee's position is re-evaluated to a lower level classification based on organizational requirements of the position.
- The employee's current annual base salary exceeds the maximum of the salary range for that position.

Acting Pay (Temporary - Promotion or Assuming Duties and Responsibilities)

Acting pay is provided when all or a significant portion of a higher level of responsibility and authority is assigned and includes the decision making authority of the position.

Acting pay is additional compensation for a temporary assignment of more than one full month to a position of increased responsibility.

Acting pay recognizes that there is a link between the level of a position, and the level of compensation of the person performing its duties, i.e. an individual asked to perform all or a significant part of the duties of a higher level position is compensated for the additional responsibility.

- Acting pay may be authorized from a minimum of five percent (5%) and up to a maximum of ten percent (10%) of the assigned employee's base salary for periods of one or more months.
- Acting pay is intended to be administered in a flexible manner, based on the Chief Executive Officer's or Director's discretion and depends on the circumstances.
- Human Resources is responsible for ensuring the employee's new acting pay does not exceed the range maximum of the higher level salary range.

Promotions

On receiving a promotion from one Decision Making band to a higher Decision Making band (i.e. salary range/band), the employee's salary will increase to at least the Entry Level Pay for that band.

Lateral Move/Transfer

TAL supports the growth and development needs of the employee, in alignment with organizational needs through the provision of lateral moves or transfers. These circumstances provide the employee with cross-training and development opportunities. There is no increase in salary for movement within the same salary band.

Communication

The Alberta Library recognizes that compensation is an important component of corporate governance and is committed to ensuring that the terms of the program are properly disclosed to employees, and incorporated into The Alberta Library's Employee Handbook.

BENEFITS

Employee Group Benefits Plan

Eligibility and Waiting Period

- permanent employees, who work twenty-one (21) or more hours per week, following the three (3) month waiting period, are eligible for Group Benefits.
- term employees, who work twenty-one (21) or more hours per week, following the three (3) month waiting period, are eligible for Group Benefits.
- wage employees, who work twenty-one (21) or more hours per week are eligible for Group Benefits following six (6) months continuous employment with TAL.

The waiting period may be waived or shortened at the discretion of the Chief Executive Officer.

Group benefits include: Life Insurance, Accidental Death and Dismemberment, Dependant Life Insurance (if applicable), Long Term Disability Insurance, Extended Health Care, Dental and Vision Care.

Participation in Life Insurance, Accidental Death and Dismemberment, Dependant Life Insurance (if applicable), Long Term Disability Insurance is mandatory.

Extended Health and/or Dental and Vision Care is optional only if the employee and/or dependants have similar coverage elsewhere. Employees covered under spousal plans may opt to be included in the TAL plan in order to coordinate benefits.

An Employee Group Benefits booklet is available with detailed information about benefits.

Premium Payment

TAL pays seventy-five percent (75%) of the total benefits premium. Employees are required to pay one hundred percent (100%) of the Long Term Disability Insurance premiums. The portion paid by TAL is a taxable benefit.

Notwithstanding the above, an employee may elect to apply for coverage amounts that exceed the non-evidence maximums provided. Medical evidence is required and the employee must pay the excess premium, after providing the insurer with the necessary information.

The benefit plan provisions are subject to review by the employer.

Group Registered Retirement Savings Plan (RRSP)

Eligibility

All employees are eligible to contribute through payroll deduction to the Group RRSP plan through TAL's service provider.

Full- and part-time, permanent employees are eligible for matching employer contributions up to the designated maximum, after six (6) months of continuous service.

Employer Contributions

The employer contribution will match the employee's contribution up to the maximum contribution. The Employer contribution amount will be pro-rated for part-time employees.

The maximum employer contribution is six and a quarter percent (6.25%) of the employee's gross salary (excluding overtime, bonuses, and vacation pay) up to the Yearly Maximum Pensionable Earnings (YMPE) determined annually by the Canada Pension Plan (CPP), and eight percent (8.0%) on the balance of the gross salary which exceeds the YMPE.

Employer contributions are deposited monthly into a restricted access account. The employee cannot access the restricted contributions without written permission from the employer. Restricted access to the employer contributions ceases when an employee leaves TAL.

The plan provisions are subject to review by the employer.

Sick Leave

Employees must notify their supervisor of unexpected absences within the hour prior to when he/she is expected to be at work. The report must be made on each day of the absence. A doctor's certificate may be required if the employee is absent for more than three (3) consecutive days.

Permanent and term employees may use a maximum of fifteen (15) days per year for personal illness or injury, medical appointments or for the care of immediate family members. Sick leave is pro-rated for part-time permanent and term employees.

Sick leave used must be reported on the monthly timesheet / absence report.

Unused sick leave may be accumulated to a total of eighty-five (85) days. Unused sick leave will not be paid out upon termination or resignation.

An employee on sick leave receives the regular rate of pay and the number of days paid are subtracted from the sick days provided.

Medical and Dental Appointments

Employees are expected to schedule their medical and dental appointments in order to attend such appointments on their own time. When this is not possible, employees requiring time off for medical and dental appointments not exceeding three (3) hours shall have this time off without deduction of Sick Leave.

The Chief Executive Officer may require the employee to provide a medical certificate for medical appointments.

Appointments longer than three (3) hours shall be counted as sick leave for the entire absence.

Extended Illness

Special provision has been made to assist employees who are seriously ill and to cover the waiting period for long term disability insurance benefits. The progression of leave for such circumstances is:

- Accumulated sick leave is exhausted.
- The Employee may apply for Employment Insurance benefits.
- The Employee becomes eligible for Long Term Disability as provided through the Group Benefits Plan.

Up to two (2) weeks paid leave will be granted at the discretion of the Chief Executive Officer.

The employee must apply for extended illness leave. A doctor's certificate must be provided as part of the request for such leave. The employee is also required to provide a doctor's certificate stating that the employee is able to return to work and the anticipated date of return. Employees are encouraged to provide two (2) weeks notice of their return to work.

Worker's Compensation

TAL shall ensure that all employees are covered under the Worker's Compensation Act.

Vacation

Vacations are given to ensure employees have a rest from work without loss of income and return to work refreshed. An employee qualifies to take vacation twelve (12) months after his/her anniversary date (the day the employee commenced employment with TAL). Vacation pay and time off accrue during this twelve (12) month period.

Permanent and contract employees are entitled to annual vacations with pay as follows:

- After completion of one (1) year of employment, three (3) weeks;
- After completion of five (5) years of employment, four (4) weeks;
- After completion of twelve (12) years of employment, five (5) weeks.

Vacation will be accrued in the year in the first (1st), fifth (5th), and twelfth (12th) year respectively.

Vacation entitlements for part-time permanent or term employees are pro-rated. Temporary and hourly wage employees shall receive vacation pay at four percent (4%) of their earnings

After three (3) months employment, an employee may request vacation on the understanding that if he/she leaves before a full year of employment has been passed, TAL will deduct the vacation taken, but not earned, from the final pay cheque.

All employees shall take their full vacation earned up to their anniversary date, within the subsequent twelve (12) months. Five (5) of the vacation days earned must be taken consecutively. Vacation may not be taken in periods of not less than one half day (3.5 hours). Employees are entitled to receive vacation entitlements in an unbroken period.

An employee may carry over a maximum of five (5) accrued vacation days up to three (3) months beyond the anniversary date of the year in which it was awarded. An employee may request special permission from the Chief Executive Officer for more than the allowed five (5) day's carry over beyond the fifteen (15) month's limit.

Vacation requests are approved by the employee's supervisor. The Manager, Finance and Human Resources will maintain records of the vacation entitlement status.

General Holidays

The following are designated general holidays for TAL:

- New Year's Day
- Good Friday
- Victoria Day
- Heritage Day
- Thanksgiving Day
- Christmas Day
- The period between Christmas and New Year's when the office is closed
- Alberta Family Day
- Easter Monday
- Canada Day
- Labour Day
- Remembrance Day
- Boxing Day

If a general holiday falls on a day that would normally have been a work day for the employee, and the employee works on the general holiday, then the employee is entitled to be paid for that day and receive one day off to be taken on a day that would normally be a work day, not later than the employee's next annual vacation, and with general holiday pay at least equal to the employee's average daily wage.

An employee is not entitled to general holiday pay if the employee:

- Has worked less than thirty (30) days during the preceding twelve (12) months,
- Does not work on a general holiday when he/she is required or scheduled to do so,
- Is absent from his/her employment without the consent of his/her employer on the employee's last regular working day preceding, or the employee's regular working day following, a general holiday.

A general holiday that occurs within a vacation period is taken as a general holiday.

SPECIAL LEAVE

Leave of Absence

The Chief Executive Officer may consider limited periods of leave of absence without pay or benefits, provided that the leave does not unduly affect the functions performed by the employee or that arrangements can be made for the performance of his/her duties during the leave. The employee's vacation allotment shall be totally expended before such a leave will be considered.

Duration and details of leave without pay will be decided upon by the Chief Executive Officer in consultation with the employee and his/her supervisor.

Parental Leave

The Alberta Library shall ensure up to fifty-two (52) weeks leave for all staff as required by the Alberta Government Employee Standards Code, providing that the employee has completed one (1) year of continuous employment and that the employee submits the request at least ten (10) weeks before the scheduled leave. The Code provides for fifteen (15) weeks maternity leave and thirty-seven (37) weeks of parental leave.

The employee shall give six (6) weeks written notice of the date prior to starting maternity leave. Two (2) weeks notice is requested for adoptive leave. Discretion will be used in dealing with such requests, as adoptive parents are not always given such notice.

Maternity leave entitlement is not more than fifteen (15) weeks, starting at any time during the twelve (12) weeks immediately before estimated date of delivery. Human Resources will inform the employee on how to apply for benefits and to provide the employee with the Record of Employment form (ROE) on last day of employment prior to commencement of leave.

TAL will grant up to thirty-seven (37) consecutive weeks following the last day of maternity leave as parental leave. In case of adoption, no more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child is adopted.

Resumption of Employment

An employee must give TAL at least four (4) weeks written notice of the date on which the employee intends to resume work; regardless of the type of leave (maternal/paternal).

Benefit Entitlements

Extended Benefits (Medical, Dental, Life, LTD, etc) will be continued for the period of time that the employee will be on leave. TAL continues to pay the employer portion of benefits during the duration of leave. The Employee portion will be paid by post dated cheques payable to TAL for the period of the leave. Employee's benefits will be terminated if employee portion of benefits are not paid. The employee may request part or all of their vacation entitlement in a cash payout when applying for leave. No vacation time will be accrued during the term of leave. No sick time will be accrued during the term of leave.

RRSP Accounts

TD Canada Trust RRSP Accounts will be kept active but no contributions will be made for the entire leave period. Contributions will resume when employee returns to work.

TAL will guarantee:

1. to re-instate the employee in the position occupied when parental leave started or;
2. to provide the employee with alternative work of a comparable nature, and
3. earnings not less than the earnings and other benefits that had accrued to the employee when leave started.

If the employee does not wish to resume employment after leave, they are encouraged to give at least four (4) weeks written notice of intention to terminate employment.

Bereavement Leave

Permanent and term employees may take bereavement leave for the death of a member of the immediate family including partner, spouse, children, parents, parents-in-law, siblings, grandparents or grandchildren. Others having a close relationship or included as a member of the employee's household may be included at the discretion of the Chief Executive Officer.

An employee may be allowed up to five (5) consecutive days paid leave for the death of immediate family members.

In the event of the death of a member of the extended family, an employee may be allowed up to three (3) consecutive days paid leave.

Compassionate Care Leave

In compliance with Employment Insurance (EI) Compassionate Care Benefits, eligible employees are granted compassionate care leave, based on the formula and criteria supplied by Employment Insurance.

Compassionate leave is granted for the following family members:

- An employee's child or spouse's or common-law partner's child;
- An employee's spouse or common-law partner;
- An employee's father or mother;
- An employee's father's wife/mother's husband; or
- The common-law partner of an employees' father/mother.

Court Duties

An employee who has been selected for jury duty shall notify the Chief Executive Officer or supervisor in writing, with a copy of the notification.

The employee will receive full pay for the jury duty, less any jury duty pay received from the courts.

For purposes of vacation or any other staff benefit, time off for jury duty shall be deemed to be as if the employee were working regular hours. Overtime will not be paid for jury duty.

Election Days

Employees who are eligible to vote in any official election may take time off to vote (if needed), as is required by law, in advance of the poll closing.

OCCUPATIONAL HEALTH AND SAFETY

TAL has an Occupational Health and Safety Committee. Members of the Committee are available to address health and safety concerns of employees. TAL has established the following safety policy:

WORKING ALONE

TAL is committed to implementing the procedures required to support the safety and security of employees working alone both in the office and while traveling on TAL business.

There are two (2) circumstances in which TAL staff could find themselves working alone: when they are working outside of normal work hours and when they are traveling alone on company business. The following procedures have been developed to address these situations.

Working alone outside of normal hours within either the downtown or campus offices:

Stanley A. Milner Offices:

- All office spaces have been provided with bolt locks. If at any time during the day

or in the evening a staff member is working alone, the doors should be locked.

- All offices have been provided with telephones.
- The building has twenty-four (24) hour a day security guards who can be reached at:
 - Day – (780) 446 9769
 - Monday through Friday 6:00am - 12:00am
 - Saturday 7:00am - 7:00pm
 - Sunday 12:00pm - 6:00pm
 - Night – (780) 496 8888
- It is recommended that any staff member who chooses to, or is required to, work in the evenings also carry a personal cell phone.
- All staff members should familiarize themselves with the emergency procedures for the area they are working ahead of time. This information can be found within the OHS binder in Room 6-14.

Cameron Library Offices:

- Campus office space is protected after hours by a pass key entry system.
- All cubicles have been provided with telephones.
- The building has twenty-four (24) hour a day security guards who can be reached at 492 5050.
- It is recommended that any staff member who chooses to, or is required to, work in the evenings also carry a personal cell phone.
- When computer equipment is being moved within the computer centre, two people will assist with this duty.
- All staff members should familiarize themselves with the emergency procedures for the area they are working ahead of time. This information can be found within the OHS binder in Room 4-30Q.

Working alone while traveling on TAL business:

- Check road reports and weather forecast before traveling.
- **DO NOT** travel if road conditions are dangerous.
- Develop a travel plan that includes rest breaks.
- It is advisable to carry a first aid kit, emergency supplies and a cell phone when traveling in a personal vehicle. TAL will provide these if the employees do not have their own.
- It is advisable to travel with a colleague when possible.
- Management will make themselves available if an employee requests a contact when traveling.

VIOLENCE IN THE WORKPLACE POLICY

Statement of Intent

The Board of The Alberta Library (TAL) is committed to the prevention of workplace violence and promotes a violence free environment in which all people respect one another and work together to achieve common goals. Any workplace violence committed by or against any employee or any other persons associated with the organization is unacceptable conduct and will not be tolerated.

Policy Statement

The Alberta Library develops and maintains violence prevention practices in all offices to create a respectful and safe work environment and ensures that it complies with the Alberta Occupational Health and Safety Act, Regulation and Code.

This policy applies to all TAL employees full-time, part-time and temporary and persons acting on behalf of TAL, such as contractors and consultants.

TAL shall consider workplace violence as a hazard and when conducting hazard assessments, shall include employees in this assessment.

TAL shall ensure that employees understand how to recognize workplace violence, the procedures for responding to, reporting on and investigating incidents or violence in the workplace.

No action shall be taken against an individual for making a complaint, unless the complaint is made maliciously.

Employees are required to be familiar with and follow the procedures for responding to, reporting on incidents of violence, and preventing workplace violence.

Definitions

Violence

Violence whether at a work site or work related, means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

Work site

A location where an employee is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment, used by an employee in an occupation.

Procedures

Hazard Assessment

Hazard assessments regarding workplace violence will be completed as part of the overall hazard assessment program. Employees will participate in such assessments.

Response to Incidents

Employees exposed to potential or actual situations of violence in the workplace should take one or all of the following actions, depending on the severity and location of the situation:

- Make it known to the alleged offender that their behavior is not acceptable.
- Leave the area immediately
- Lock office doors and remain inside to call building security
- Call for assistance from a co-worker, building security staff or 911.

Reporting incidents

Employees should report incidents of workplace violence as soon as possible to their supervisor, his/her designate or the Chief Executive Officer. They will be asked to cooperate with any investigation surrounding the incident.

In addition to verbally reporting workplace violence issues to supervisors as soon as possible after the incident, employees are required to report incidents in writing on the Violence Incident Report Form.

The documentation should be submitted to their supervisor or the Chief Executive Officer as soon as possible after the incident.

The supervisor will ensure that the Chief Executive Officer and Manager, Finance and Human Resources are notified of all instances of violence in the workplace that directly involve an employee.

Building security will be notified when appropriate.

Investigation of incidents

Incidents will be investigated in an objective and timely manner.

Investigation will include interviewing victims and witnesses.

Reports of incidents of violence will be kept confidential.

Victim support

TAL will ensure that employees are advised to consult with a health professional of their choice for treatment or referral, if they have a physical injury or adverse symptoms resulting from a workplace violence incident, or are exposed to workplace violence.

Employees should seek appropriate internal and/or external assistance in relation to incidents of workplace violence.

Edmonton Police Services may also be called if there is a concern for the safety of an employee.

Employee training

TAL will integrate workplace violence prevention into employee orientations and into normal workplace practices and procedures.

Staff meetings will be used to hold training and awareness.

Other

Further remedies surrounding workplace violence issues identified by staff will be created and communicated back to staff. These include, but are not limited to, working alone safely.

This policy is a part of the TAL Employee Handbook.

Issues that arise under this policy will be reviewed to determine if this policy needs revision.

APPENDIX 1

**THE ALBERTA LIBRARY
INDIVIDUAL OVERTIME AGREEMENT**

1. It is agreed between:

_____ of _____
Employee's Name Employee's Address

AND

THE ALBERTA LIBRARY (TAL) Room 6-14, 7 Sir Winston Churchill Square
Edmonton, AB T5J 2V5

that either wholly or partly the employer will provide and the employee will take time off with pay in place of overtime pay for those hours worked in excess of seven (7) hours in a day or thirty five (35) hours in a week comprising of generally Monday through Friday.

2. The time off with pay in place of overtime pay shall be provided taken and paid at the regular rate of wages at a time that the employee could have worked and received wages from the employer.
3. If the time off in place of overtime pay is not provided, taken and paid in accordance with paragraph 2 and 4, the employee shall be paid at the overtime rate for all the overtime hours with respect to which time off was not provided, taken and paid.
4. The time off shall be provided, taken and paid within three (3) months of the end of the pay period in which it was earned unless,
 - (i) this agreement is part of a collective agreement which provides for a longer period of time, or
 - (ii) the Director of Employment Standards issues a permit providing for a longer period of time.
5. Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.
6. The employer shall provide a copy of this agreement to the employee.
7. No amendment on termination of this agreement shall be effective without at least one (1) month's notice in writing by one party to the other.

DATED THIS _____ DAY OF _____, 20_____.

SIGNED: _____
Chief Executive Officer, TAL Employee

APPENDIX 2

TAL SALARY STRUCTURE

As of January 1, 2009

Ranges	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	LSI
Band E:	85,000	86,500	88,000	89,500	91,000	92,500	94,000	95,500	97,000	98,500	101,500
Band D:	62,500	64,000	65,500	67,000	68,500	70,000	71,500	73,000	74,500	76,000	79,000
Band C:	58,500	60,000	61,500	63,000	64,500	66,000	67,500	69,000	70,500	72,000	75,000
Band B:	37,500	39,000	40,500	42,000	43,500	45,000	46,500	48,000	49,500	51,000	54,000
Band A:	33,000	34,500	36,000	37,500	39,000	40,500	42,000	43,500	45,000	46,500	49,500

Each increment is set at \$1,500.

Long Service Increments (LSI) are calculated at two (2) increments and require that employee to be at the top of the salary range, and employed for a minimum of seven (7) years.