

THE ALBERTA LIBRARY

Policy and Procedures

PERSONNEL POLICY

Statement of Intent:

The Board of The Alberta Library will be a fair and responsible employer.

Policy:

The Alberta Library shall ensure good working conditions for all staff in order to develop and maintain an effective workforce. The Alberta Library shall comply with all relevant Provincial and Federal Laws and Regulations governing human relations.

Procedures:

An Employee Handbook shall be developed by the Executive Committee and shall be made available to Directors upon request. The Employee Handbook is to be reviewed every two years by the Personnel Committee.

The Executive Committee is responsible for personnel matters relating to the Chief Executive Officer.

The Chief Executive Officer is responsible for the implementation of this policy and the regulations contained in the Employee Handbook.