

RAINY RIVER PUBLIC LIBRARY		
Category: PERSONNEL		Number: PE1
MANDATORY	Topic: RESPONSIBILITY FOR PERSONNEL ISSUES	Page: 1 of 1
Date: Feb. 23, 2011	Authorized by:	Revised:

This policy establishes the library's responsibility structure for personnel issues.

1. The Library Board will employ competent personnel and will establish policies and working conditions that enable each staff member to contribute to Library programmes and services.
2. In all employment practices, the Board must subscribe to the provisions of the current *Ontario Employment Standards Act* and of the current *Ontario Human Rights Code* (http://192.75.156.68/DBLaws/Statutes/English/00e41_e.htm and <http://www.ohrc.on.ca/english/code/index.shtml>, respectively). Therefore, the Board must:
 - delineate the duties and responsibilities of each employee;
 - compensate each employee in accordance with duties and responsibilities; and,
 - follow employment practices that enhance Library service.
3. The Board is responsible for hiring, evaluating, training, and if necessary, dismissing, the CEO. The Board must determine the terms of employment, fix the remuneration of and prescribe the duties of the CEO.
4. The CEO is responsible for all other Library staff, but must consult with the Board regarding staff appointments, dismissals and any changes in responsibilities prior to taking action.
5. Personnel policies and practices must be established by the Board and declared in the Policy Manual. The Manual must be available to all staff.