

RAINY RIVER PUBLIC LIBRARY		
Category: PERSONNEL		Number: PE4
MANDATORY	Topic: SALARIES, WAGES AND BENEFITS	Page: 1 of 1
		Revised:
Date: March 15, 2011	Authorized by:	

This policy establishes rates of compensation and payroll procedures for library employees.

1. During each pay period, staff shall submit a written record of their hours worked (on hardcopy or by electronic means) to the CEO. Payroll is calculated solely based on this record.
2. Staff shall be compensated at rates as shown in Schedule A, as amended from time to time by the Library Board. Schedule A shall be reviewed annually by the CEO and the Library Board prior to the approval of the budget.
 - a. Advancement in pay grade shall be calculated based on hours worked from the previous grid advancement. Advancement occurs after each 1,820 hours worked until the job rate is achieved.
 - b. A new employee will be appointed at the minimum salary of her or his range. The Board may approve an appointment at a rate higher than the minimum assigned to the category if:
 - i. the qualifications and experience of the applicant exceed those for beginning in the category;
 - ii. it is clearly in the interests of the library to pay a salary higher than the minimum; and,
 - iii. the salary does not exceed the maximum attached to the position.
3. All employees shall be paid biweekly by cheque on a recurring weekday designated by the CEO.
4. All employees shall be provided with a written record of their pay and itemized deductions as required by the *Employment Standards Act*.
5. For all purposes, the work week shall be considered to begin on Saturday and end on Friday.