

MEETING AGENDA – EXECUTIVE MEETING

MEETING INFORMATION

Date: July 22, 2019

Time: 11:30 am

Attendees:

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting June 21st, 2019

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from June 21st, 2019
3. Building Committee Report
4. LMC Report
5. Board Chair Report
6. Executive Director Report
7. Financial Report
8. Policy Committee Report
9. Letters
10. Fundraising (Best Practices)
11. Grant Writing (Workshop?)
12. Closed Session – Executive Director Review

ACTION ITEMS FROM PREVIOUS MEETING

1. Julie to send out information to libraries regarding cyber security insurance and a reminder for libraries to back up, as well inquire to AUMA for the cyber security insurance at NLLS
2. Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget.
3. Executive Committee to select 3rd person for Executive Director Appraisal Committee and to revamp the performance appraisal and process

NEW ACTION ITEMS

Next Executive Meeting will be held on Friday, August 2, 2019 at 9:00 a.m.

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: July 22nd, 2019

Time: 11:30 am

Attendees: Vicky Lefebvre, Laurent Amyotte, Jill McLuckie, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Cyndy Heslin, Justin Thompson, Karen Shaw, Julie Walker, Terri Hampson, Tracy Paradis, Amy Knifton, Jake Marion

Absent: Larry Tiedemann, Heather Elliott, Kelly McGrath

Meeting called to order at 11:29 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Julie to send out information to libraries regarding cyber security insurance and a reminder for libraries to back up, as well inquire to AUMA for the cyber security insurance at NLLS – more follow up to libraries regarding Cyber security (suggestion to do a session at conference); AUMA will come and look at our requirements and provide a quote
2. Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget – Vicky has sent the letter to Minister (email and regular mail)
3. Executive Committee to select 3rd person for Executive Director Appraisal Committee and to revamp the performance appraisal and process – Cyndy Heslin volunteered as 3rd member

AGENDA ITEMS

1. Additions to agenda
 - 2. Introductions
 - 4. Libraries Act review – Warren Griffin

Motion to approve agenda as amended – Cyndy Heslin – carried

2. Introductions

3. Approval of Minutes from June 21st, 2019

Motion to approve minutes from June 21, 2019 – Jill McLuckie – carried

4. Libraries Act review
 - Warren brought issues to his council, the CEO will draft a resolution of concerns to bring to their council to approve, it will then be brought to RMA on October 7. If municipalities have any concerns, please forward to Warren
 - Cyndy will bring forward to AUMA in September
 - Jodi will ask for input from librarians on their concerns
5. LMC Report
 - Jodi followed up with Viking Library service concerns
 - Jodi will look at trying to get more specific information from Viking as per the Chair's request

6. Board Chair Report
 - see attached

Motion to change wording in Plan of Service as to who attends the presentations to councils vs. library boards – Craig Lukinuk – carried

Motion to accept Chair's report as information – Laurent Amyotte – carried

7. Executive Director Report

- 3 new staff members: Amy Knifton-Bibliographic Services Manager, Jake Marion-Public Services Manager, Greg Morgan-Public Services Consultant; Vicky Zhang starts in August-Public Services Consultant
- went with Vicky, presentation to Two Hills Library board; great meeting, they are very appreciative
- Public Services will go out as a group to meet with each librarian to discuss the librarians needs
- Advocacy course starting in October

Motion to accept Executive Director's report as information – Elaine Sorochan - carried

8. Financial Report

- see attached
- Jen-Col invoice, delay payment (Building Committee drafting letter)
- Board of Record payments

Motion to provide 50% of Rural Services Grant to our Board of Records member boards, with the remainder to be disbursed when the final provincial budget is passed and/or received, based on last year's per capita – Cyndy Heslin – carried

Motion to accept Financial report as information – Craig Lukinuk – carried

9. Policy Committee Report

- Section 1, 1E Probationary Period

Motion to forward Section 1, 1E Probationary Period to general board for approval – Elaine Sorochan – carried

- Section 1, 1B Compensation

Motion to forward Section 1, 1B Compensation to general board for approval – Laurent Amyotte – carried

Motion to rescind previous motion – Laurent Amyotte – carried

Motion to send to Policy Committee for review – Jill McLuckie – carried

- Section 1, 1D Continuing Education

Motion to forward Section 1, 1D Continuing Education to general board for approval – Karen Shaw – carried

- Section 1, 1G Hours of Work

Motion to forward Section 1, 1G Hours of Work to general board for approval – Cyndy Heslin – carried

- Section 1, 1H Overtime

Motion to forward Section 1, 1H Overtime to general board for approval – Justin Thompson – carried

- Section 1, 1J Vacation

Motion to send to Policy Committee for review – Elaine Sorochan – carried

- Section 1, 1K Benefits

Motion to forward Section 1, 1K Benefits to general board for approval – Cyndy Heslin – carried

- Section 1, 1L Leaves

Motion to forward Section 1, 1L Leaves to general board for approval – Jill McLuckie – carried

- Section 1, 1M Sick Days & Short-Term Disability

Motion to forward Section 1, 1M Sick Days & Short-Term Disability to general board for approval – Justin Thompson – carried

- Section 1, 1P Performance Management

Motion to forward Section 1, 1P Performance Management to general board for approval – Jill McLuckie – carried

- Section 1, 3Q Grievances

Motion to forward Section 1, 3Q Grievances to general board for approval – Elaine Sorochan – carried

- Section 2, 1H Committees of the Board

Motion to forward Section 2, 1H Committees of the Board to general board for approval – Cyndy Heslin – carried

- Section 3, 1M PLSB Grant Money

Motion to send to Policy Committee for review – Karen Shaw – carried

- Section 2, 1I Board Honoraria & Expenses

Motion to forward Section 2, 1I Board Honoraria & Expenses to general board for approval – Justin Thompson – carried

- Terms of Reference
- format approved

Motion to send “Draft Minutes Distribution” policy to Policy Committee for review – Craig Lukinuk – carried

10. Letters

- Vicky will draft a separate letter to the MLA's, concerning the provincial budget

11. Fundraising – Best Practices

- Jodi to ask librarians for their input and feedback on their fundraising techniques

12. Grant Writing (Workshop)

- suggestion to set up a webinar to teach Grant Writing
- it was suggested to have a presenter at our conference for grant writing

13. Building Committee

- received quote for windows, Building Committee to go back to Jen-Col and discuss quote

Motion to send quotation back to Building Committee for review – Craig Lukinuk – carried

- Jen-Col will find a civil engineer to come and look at the swale

14. Closed Session – Executive Director Review

Motion to go in closed session at 4:25 p.m. – Jill McLuckie – carried

Motion to come out of closed session at 4:42 p.m. – Jill McLuckie – carried

Motion to accept Executive Director's contract as discussed and presented in closed session according to Section 17.2(e) of FOIP – Jill McLuckie – carried

Cyndy Heslin volunteered as 3rd person for the Executive Director Review Committee

NEW ACTION ITEMS

1. Change wording in Plan of Service as to who attends the presentations to councils vs. library boards
2. Policy Committee – Review “Draft Minutes Distribution” policy
3. Julie - to send out another reminder for libraries to back up their systems, other than the cloud. Check again on cyber security insurance. Have a session at our conference on Cyber Security.
4. Julie - to look up the name of the Grant writer presenter we had previously at our conference and book them again for our conference.
5. Tracy - agenda to be revamped, action items from previous meeting will follow agenda items

Motion to adjourn 4:43 p.m. – Jill McLuckie – carried

Approved By: _____

Date: _____

Chair Report July 22nd 2019

Sent out the 3 letters as per directions of executive

1. Elk Point council
2. Vegreville council
3. Minister of Municipal Affairs

Sent letter to Arc in order to get new contract drawn up with same agreement as we had with Kennedy. Requested actual amounts (quotes) for the work we require done such as window seal(s), insulation and have asked for swale estimate. This quote we feel is on a very tight timeline considering we would like the work done prior to winter so we may be protected for the spring thaw. I have copied executive and building with the letter written.

Met with Two Hills library board and had a great meeting. They shared their successes and the challenges that some of our libraries are dealing with such as struggling with funding and board recruitment. Through our discussions we thought that we should look for the sharing of ideas between libraries on how to increase ways to fundraise in small ways and large ways that would help them serve their communities and assist with programming.

I would suggest we let Jodie the library rep contact their group to have a best practises or a sharing of ideas on how to fundraise or what other libraries are doing so they do not have to reinvent the wheel. We are offering the advocacy course.

Should we look at fundraising workshop and/or for grant writing or finding grants etc?

Continued working on Julie's contract.

NLLS Executive Director Performance Evaluation

Executive Director: Julie Walker

Performance Evaluation Period:

Effective date of Evaluation:

Instructions for using the evaluation form:

This Performance Evaluation contains a number of competency areas. Each competency includes statements about the standards of behavior for that competency. For each statement, use the scale below to show your rating of the Executive Director's performance. Each member of the NLLS Evaluation Committee will complete this form and all evaluations will be consolidated into a final report, which will be shared with the NLLS Executive and Executive Director. Note that for each statement you leave without a score, a value of "3: Average" will be awarded.

Rating Instrument

Rank answers from 1 to 5 (Any item left blank will be interpreted as a score of "3 = Average")

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below Average (generally does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

LINKING NLLS BOARD'S STRATEGIC GOALS WITH THE ED'S GOALS

The following Goals and Key Results Areas were identified by the CAO, Mayor and Council for the evaluation year.

Board Strategic Goal	ED Matching Goal	Key Results Area	Performance Metric	Target Completion Date

STAFF EFFECTIVENESS

Promotes the development and performance of staff and employees throughout the Organization.

Score	Area	Description
	Coaching/Mentoring	Provides direction, support and feedback to enable others to meet their full potential.
	Coaching/Mentoring	Exercises knowledge of feedback techniques, ability to assess performance and identify others' developmental needs to coach and mentor staff and employees throughout the organization.
	Team Leadership	Facilitates and leads teamwork by demonstrating ability to direct and coordinate group efforts.
	Empowerment	Creates a work environment that encourages responsibility and decision-making at all organizational levels by sharing authority and removing barriers to creativity.
	Delegating	Assigns responsibility to others by defining expectations, providing direction and support, and evaluating results.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

POLICY FACILITATION

Helps board and staff identify, work toward, and achieve common goals.

Score	Area	Description
	Facilitative Leadership	Builds cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them.
	Facilitating Effectiveness	Demonstrates skill in responsibly following the lead of others when appropriate, and communicating sound information and recommendations when appropriate.
	Mediation/Negotiation	Acts as a neutral party in the resolution of disputes (requires knowledge of mediation/negotiation principles; skill in mediation/negotiation techniques).
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

FUNCTIONAL AND OPERATIONAL EXPERTISE AND PLANNING

Requires knowledge of service areas and delivery options.

Score	Area	Description
	Functional/Operational Expertise	Understands the basic principles of service delivery with respect to NLLS plan of service.
	Operational Planning	Anticipates future needs.
	Operational Planning	Organizes work operations and establishes timetables for work units or projects.
	Operational Planning	Demonstrates knowledge of technological advances, trends and changing standards.
	Operational Planning	Predicts the impact of service delivery decisions.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

SERVICE DELIVERY MANAGEMENT

Maintains a consistently high level of quality in staff work, operational procedures and service delivery.

Score	Area	Description
	Member Services	Is an effective ambassador for libraries by speaking at conferences and community events as required.
	Member Services	Supports Board in developing plans and initiatives to promote and serve member interests.
	Performance measurement	Enhance performance measurement and improve the overall quality and accuracy of performance measurements in the business plan.
	Performance Management	Develops leaders through regular coaching, career planning and proactive performance management.
	Quality Assurance	Ensures actions taken and results achieved are consistent with the values and environment desired by NLLS members.
	Total	
	Rating – Total /5	

Board Comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

STRATEGIC LEADERSHIP

Sets an example that urges the organization and system toward experimentation, change, creative problem solving, and prompt action.

Score	Area	Description
	Initiative/Risk Taking	Demonstrates a personal orientation toward action and accepting responsibility for the results; resists the status quo and removes stumbling blocks that delay progress towards goals.
	Vision	Conceptualizes an ideal future state and communicates it to the organization.
	Creativity	Applies existing ideas and practices to new situations.
	Innovation	Develops new ideas or practices.
	Technological Literacy	Demonstrates an understanding of information technology and ensures that it is incorporated appropriately in plans to improve service delivery, information sharing, organization communication and member access.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

DIVERSITY

Understands and values the differences among individuals and fosters these values throughout the organization and community.

Score	Area	Description
	Mutual Respect	Attracts, retains and develops a talented and diverse labor pool.
	Mutual Respect	Sustains a respectful workplace.
	Mutual Respect	Build alignment and engagement among employees and teams.
	Adaptability	Strategically plans and initiates long term goals and changes to ensure the organization is responsive to a diverse range of needs and situations.
	Communications	Effectively exchanges (obtains and transmits) information, in a variety of mediums, for diverse audiences.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

BUDGETING

Prepares and administers the budget.

Score	Area	Description
	Fiscal Management	Prepares a balanced budget to provide services at a level directed by board.
	Fiscal Management	Promotes fiscal discipline and accountability.
	Fiscal Management	Protects organizational funds and assets.
	Implements the Budget	Ensures proper processes are in place for capital budget priority setting, the maintenance and funding of critical infrastructure, and identification of funding gaps.
	Fiscal Management	Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

FINANCIAL ANALYSIS

Interprets financial information to assess the short-term and long-term fiscal condition of the system.

Score	Area	Description
	Fiscal management	Determines the cost-effectiveness of programs, and compares alternative strategies.
	Fiscal Analysis	Analyzes whether NLLS resources are linked, integrated and appropriately allocated.
	Fiscal Analysis	Uses sound/viable/realistic research and analysis of available financial data in decision-making processes.
	Fiscal Discipline	Promotes fiscal discipline and accountability.
	Funding Opportunities	Ensures the system is positioned to access all funding programs for which it is eligible from senior levels of government.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

HUMAN RESOURCE MANAGEMENT

Ensures the policies and procedures for employee hiring, promotion, performance appraisal and discipline are equitable, legal and fair.

Score	Area	Description
	Decision Making and Performance	Ensures that human resources are adequate to accomplish programming objectives.
	Ethics/Integrity	Promotes ethical behavior and holds individuals at all levels, including external contractors and internal staff, accountable for meeting ethical standards.
	Awareness of Morale	Effectively responds to any issue of staff morale and satisfaction.
	Hiring	Recruits and retains competent personnel for staff positions.
	Performance Appraisal	Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress and providing appropriate feedback.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

STRATEGIC PLANNING

Positions the organization and the community for events and circumstances that are anticipated in the future.

Score	Area	Description
	Accomplishment of Goals	Participates in the development of annual priorities with board and senior management; identifies new initiatives for board to consider.
	Adaptability	Establishes direction based on continual assessment of environment and emerging trends, issues, and opportunities.
	Accountable for Results	Leads NLLS and articulates a clear plan for NLLS that reflect boards vision, mission and strategic plan, and is well understood, widely supported, consistently applied, and effectively implemented.
	Anticipates Change	Anticipates the effects of change and develops plans to manage impacts, and possesses the strategic skills to anticipate opportunities and overcome challenges.
	Succession Planning	Prepares for employees eligible for retirement by focusing on talent management and succession planning.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

ADVOCACY AND INTERPERSONAL COMMUNICATION

Facilitates the flow of ideas, information, and understanding between and among individuals.

Score	Area	Description
	Advocacy	Advocates effectively in the system's interest.
	Advocacy	Communicates personal support for policies, programs, or ideals that serve the best interests of the system.
	Interpersonal Communication	Exchanges verbal and nonverbal messages with others in a way that demonstrates respect for the individual.
	Interpersonal Communication	Exchanges verbal and nonverbal messages in a way that furthers organizational and community objectives.
	Interpersonal Communication	Demonstrates skill in selecting the most effective communication method for each exchange.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of "3".

ED's Comments:

PRESENTATION SKILLS

Convey ideas or information effectively to others.

Score	Area	Description
	Effective Presentation	Possesses strong verbal, written and presentation skills demonstrating a clear, concise and positive style.
	Ethics/Integrity	Ensures public processes are transparent and accountability is clear when dealing with issues.
	Effective Presentation	Effectively exchanges (obtains and transmits) information, in a variety of mediums, for diverse audiences.
	Effective Presentation	Disseminates complete and accurate information equally to all board members in a timely manner.
	Leadership	Builds trust through presenting ideas clearly and effectively, listening to others, even when not in agreement.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

MEDIA RELATIONS / Internal and External

Communicates information to the media (social and other) in a way that increases understanding of library service issues and activities.

Score	Area	Description
	Media Relations	Builds a positive relationship with the press.
	Media Relations	Demonstrates no bias when working with all news media.
	Networking	Maintains a robust network of mutually beneficial professional contacts.
	Responsiveness	Actively responds to inquiries and communicates municipal policies, procedures and processes.
	Media Relations	Communicates the strategic direction and priorities of the organization in a clear and compelling manner.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

INTEGRITY

Demonstrates fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities.

Score	Area	Description
	Personal Integrity	Demonstrates accountability for personal actions.
	Personal Integrity	Conducts personal relationships and activities fairly and honestly.
	Professional Integrity	Conducts professional relationships and activities fairly, honestly, legally and with knowledge of administrative ethics.
	Organizational Integrity	Fosters ethical behavior throughout the organization through personal example, management practices and training.
	Organizational Integrity	Instills accountability into operations and communicates ethical standards and guidelines to others.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

PERSONAL DEVELOPMENT

Demonstrates a commitment to a balanced life.

Score	Area	Description
	Professional Proficiency	Attends to personal professional development and training.
	Professional Development	Ensures personal growth and competence through his/her own education and training.
	Work Habits	Conveys a clean, safe and professional image through personal hygiene, grooming and appearance.
	Learning	Values lifelong learning in oneself and others.
	Personal Development	Demonstrates ongoing self-renewal and development to increase personal capacity.
	Total	
	Rating – Total /5	

Committee comments (if required), or examples provided for other than a rating of “3”.

ED's Comments:

OVERALL RATING

Staff Effectiveness	
Policy Facilitation	
Functional and Operational Expertise and Planning	
Service Delivery Management	
Strategic Leadership	
Diversity	
Budgeting	
Financial Analysis	
Human Resource Management	
Strategic Planning	
Advocacy and Interpersonal Communication	
Presentation Skills	
Media Relations	
Integrity	
Personal Development	
Total	

COMPENSATION

It is our intention that this Performance Evaluation allows for fair and equitable compensation adjustments based on a review of performance in achieving mutually identified priorities and on the board's (Evaluation Committee/Executive's) level of satisfaction with the ED's overall performance. To ensure the review is balanced and fair, the linking of NLLS Board's Strategic Goals with the ED's Goals, at the outset and at the close of this form, makes the expectations clear.

Quarterly reviews without any consideration of compensation ensure that expectations and performance are on track and openly communicated.

This full-term evaluation has been used to evaluate the level of performance satisfaction for the entire performance period. In addition to this full term evaluation, compensation decisions may be based on:

- The economic climate of the province;
- The general status of compensation decisions in the private sector of the province;
- Compensation decisions for other employees of the system;
- A review of the competitive position of the system in the system's market area;
- A comparative salary review; and
- The current contract between the Executive and the ED.

LINKING BOARD'S STRATEGIC GOALS WITH THE ED'S GOALS FOR THE COMING PERIOD

The following Goals and Key Results Areas were identified by the ED, Chair and Executive Committee for the upcoming evaluation year. This list to be approved by motion of Executive and accepted as info by board.

Board's Strategic Goal	ED's Matching Goal	Key Results Area	Performance Metric	Target Completion Date

CAO
360° PERFORMANCE REVIEW & DEVELOPMENT PLAN

Please answer the following questions regarding the CAO's performance:

1. How has he added value to the organization during this past review period? Which performance expectations for this period do you feel have been accomplished? Which ones have not been accomplished; what were the reasons why? Briefly describe and indicate any difficulties or barriers that were encountered.
2. What have been his performance strengths? What would you like to improve in his performance? What additional competencies do you feel that he should acquire? What behaviors need to be acquired or changed?
3. How well has he performed as a team member? Has he exhibited good communication, cooperation, consideration, and respect for other staff?
4. What could be changed to assist him in his performance? What could you change in your (Council's) management approach to assist him in his performance?
5. What training or staff development do you feel that he would benefit from?
6. What do you see as his future goals and action plan?

N.B. The CAO will be asked to answer the same questions. Those that report to him and some significant outside contacts will also be asked for similar feedback.

MANDATE STATEMENT – CEO CONTRACT AND PERFORMANCE REVIEW COMMITTEE

SECTION A: EXECUTIVE

Committee responsible: Executive

Committee approved: April 2017

Review Date: April 2019

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NAME OF COMMITTEE: CEO Performance Contract and Review Committee

TYPE OF COMMITTEE: Ad Hoc

GENERAL PURPOSE: To coordinate and deliver the CEO's annual performance review and to initiate contract negotiations with the CEO when appropriate.

KEY DUTIES AND RESPONSIBILITIES:

To gather performance review feedback and recommended performance goals from Executive members and selected individuals with whom the CEO regularly interacts, and to complete the performance review form with input provided by the CEO.

To discuss the performance review feedback and expectations with the CEO, to set performance goals for the CEO in the coming year, and to amend the performance review form content as needed.

To recommend contract negotiation terms to the Executive, and to initiate contract negotiations between the Executive and CEO.

To report back to the Executive after the CEO's annual performance review and contract negotiations, when needed, have been completed.

To recommend adjustments to the CEO Contract and Performance Review process to the HR Committee as needed.

COMPOSITION AND APPOINTMENT:

The preferred composition is 3 Board members, including the Marigold Chair, Vice Chair and one other nominee from the Executive Committee.

MEETINGS:

As required. The Committee is disbanded annually after the final report to the Executive Committee.

CEO Contract and Performance Review Committee Process

1. The HR Committee reviews the CEO Performance Review form at the HR Committee Meeting in the fall, and makes recommendations to the Executive at the December meeting.
2. A CEO Contract and Performance Review Committee is formed at the December Executive meeting. Members of this committee will be:
 - Marigold Board Chair, who leads the process
 - Marigold Board Vice Chair
 - Nominee from the Executive (One year term)
3. The CEO fills out Section A of the CEO Performance Review form and sends this to the Chair of the CEO Contract and Review Committee before the end of **[May]** each year.
4. The Chair emails Section A to the CEO Contract and Review Committee members by the end of the first week of **[June]**.
5. The CEO Contract and Performance Review Committee fills out their responses independently and sends their responses to the Chair by the second week in **[June]**.
6. The Chair compiles the committee member responses into Section B and organizes an in-camera meeting with committee members to finalize the committee's responses in Section B.
7. The Chair contacts the CEO to ask for clarification on any points made by the committee in Section B, and makes needed adjustments, which she emails to the Committee for their feedback.
8. The Chair shares Section B of the CEO Performance Review form with the CEO. The CEO responds to the CEO Performance Review form in writing. The CEO will indicate at this time if she wishes to revisit the contract to review salary, benefits or working conditions.
9. The CEO Contract and Performance Review Committee meets with the CEO in advance of the **[June]** Executive Meeting to review and adjust the document.
10. The Chair completes Section C with the input of the Committee, and shares the entire CEO Performance Review form with the CEO.
11. During the May Executive Committee meeting, the Chair and the CEO each present summaries to the Executive Committee during an in-camera session. If the CEO wishes to revisit the contract, she may state her reasons at this meeting.

12. The Executive Committee leaves in-camera and the CEO Contract and Performance Review Committee Chair makes the motion to accept the Performance Review. The Chair may also make another motion to commence contract negotiations with the CEO.
13. Based on the CEO's wishes to revisit the contract (#11) and the Executive's agreement to revisit the contract, contract negotiation will commence, leading to mutual agreement. The duration of this process will not continue beyond the [July] Executive meeting except in extraordinary circumstances.
14. Final decision on the contract will be presented to the Executive at the [July Executive] meeting. A motion will be made to accept the revised contract. Signing of the revised contract will then be completed with signatures from the Marigold Board Chair (also the CEO Contract and Performance Review Committee Chair) and the CEO.

**MARIGOLD LIBRARY SYSTEM
CEO's
REVIEW REPORT**

NAME:

DATE:

SECTION A - To be completed by the CEO and presented to the Executive Committee by April 30.

1. How would you describe your work at Marigold in the past year?
2. Describe (briefly) your progress in achieving the goals that were set in the last review.
3. What do you see as your strengths in this position, and especially those strengths that you felt made a difference in the past year?
4. What areas of your performance are you striving to improve, and how?
5. What changes in working conditions would help you improve your work performance, and how can the Board assist with this?
6. What goals would you set for yourself in the coming year?
7. Please comment on your progress, development, and future with Marigold.
8. Do you feel that you are adequately compensated compared to your peers?
9. "Year In Review" Highlights for the previous year.

SECTION B - To be completed by the CEO Contract and Review Committee members

1. Comment on the CEO's responses to the questions in SECTION A.
2. Comment on the highlights of the CEO's work in the past year.
3. How can the CEO improve?
4. Comment on the CEO's goals (Section A, #6)? Any further suggestions for goals for the CEO?
5. How can the Board help the CEO with these accomplishments?
6. What is your recommendation with regard to the CEO's response to compensation? (SECTION A #8)
7. Added comments?

SECTION C - To be completed by the CEO Contract Committee Chair. This information will be shared with the CEO and the EXEC Committee.

1. Did any further opportunities arise during the review process?
2. What are the goals for the CEO in the coming year?
3. What is the overall assessment of the CEO's performance in the past year?
4. Recommendation to Executive Committee with regard to overall performance and compensation for the CEO.

Contract negotiations must be completed by June 30.

Signatures:

Board Chair

Date: _____

CEO

Date: _____

#1

Meeting Minutes

NLLS Policy Meeting – Jan 9, 2019 9am

In Attendance: Debra McQuinn, Bernie Marko, Vicky Lefebvre, Craig Lukinuk, Warren Griffin, Julie Walker and Terri Hampson

Absent:

1. Policy reviews need to be done for our annual
 - a. See Policy Revision File – Terri to update this file with new dates
2. Vacation / carry over
 - a. Sec 1, 1J Vacation – Carry over amount revised
 - b. Sec 1, 1H Overtime – Manager flex to be removed
 - c. Sec 1, 1B Compensation – **ACTION** – Grid to be brought back for review
3. Chair on Building committee
 - a. Sec 2, 1H Committees of the Board – see revision
 - b. Sec 2, 1D Role of Board Chair – no change
4. Money operating when \$ not received PLSB no later than
 - a. Board of Record (Rural Services Grant)
5. Brought back from last Board Meeting:
 - a. Sec 1, 3U Communication Protocol Staff
 - b. Sec 4, 1A Purpose and Goals
6. Myrnam – Job description to be distributed but not included in specific policy
 - a. Sec 4, 1A Purpose and Goals
7. Receipts
 - a. Sec 1, 1C Staff Expenses and Reimbursement - Revised
8. Funds Account
 - a. Sec 3, 1H Finance Fund Account - Revised
9. Borrowing Bylaw
 - a. Sec 3, 1D Borrowing Bylaw - NEW

Next Policy Meeting: Jan 30, 2019 10 AM

NLLS Policy Meeting Minutes – Jan 30, 2019 10am

In Attendance: Vicky Lefebvre, Craig Lukinuk, Debra McQuinn, Warren Griffin, Bernie Marko, Julie Walker, Terri Hampson

1. Policy reviews need to be done for our annual
 - a. See Policy Revision File – updated
2. Policies from Jan 10, 2019 Meeting to take to Exec Comm.
 - a. Board of Record (Rural Services Grant)
 - b. Sec 1, 1B Compensation – Include – Grid & ORG Chart
 - c. Sec 1, 1C Staff Expenses and Reimbursement – Revision
 - d. Sec 1, 1H Overtime – Revision
 - e. Sec 1, 1J Vacation – Revision
 - f. Sec 1, 3U Communication Protocol Staff – Revision to NEW
 - g. Sec 2, 1H Committees of the Board – Revision
 - h. Sec 3, 1D Borrowing Bylaw - NEW
 - i. Sec 3, 1H Finance Fund Account – Revision
 - j. Sec 3, 1M PLSB Grant Money – NEW
 - k. Sec 3, 1N NLLS Funding – NEW
 - l. Sec 4, 1A Purpose and Goals - Revision
3. Policies from Jan 11 NLLS Staff Meeting for Policy Committee review:
 - a. Sec 1, 1C Staff Expenses and Reimbursement – ADD
 - b. Sec 1, 1D Continuing Education – Word changes and Revisions
 - c. Sec 1, 1E Probationary Period – Revision
 - d. Sec 1, 1G Hours of Work – Policy/Procedure separated out
 - e. Sec 1, 1K Benefits – ADD
 - f. Sec 1, 1L Leaves – ADD
 - g. Sec 1, 1M Sick Days and Short Term Disability – Revision
 - h. Sec 1, 1P Performance Management – Revision
 - i. Sec 1, 1R NLLS Company Vehicles & Equipment – Revision
 - j. Sec 1, 1S NLLS Cell phone Policy – ADD
 - k. Sec 1, 2B Working Alone – Revision
 - l. Sec 1, 3F Library Property – Revision
 - m. Sec 1, 3Q Grievances – Create Form
 - n. Sec 1, 3T Personal Cell phone Policy – ADD
 - o. Sec 1, 3V Communication Protocol Library Mgr – ADD
 - p. Sec 2, 1O Election - ADD

Next Policy Meeting: TBD

NLLS Policy Meeting Minutes of Wed July 10, 2019

In Attendance: Warren G, Barbara S, Debra M, Wil O, Julie W, Terri H

Absent: Karen S

1. Election of Committee Chair – Floor opened to nominations: Will nominates Warren. Nominations close. Warren is elected chair.
2. Approve Meeting Minutes from previous meetings Jan 10 and Jan 30 2019
3. Annual Policy Reviews
 - a. See attached Policy Revision File – on-going
 - i. Sec 1, 1E Probationary Period
 - ii. Sec 1, 3W Substance Abuse
 - iii. The rest up for review are below
4. Policies Sent back
 - a. Sec 1, 1B Compensation – Include – Grid & ORG Chart – BACK TO POLICY COMMITTEE
 - b. Sec 1, 1C Staff Expenses and Reimbursement – BACK TO POLICY COMMITTEE
 - c. Sec 1, 1D Continuing Education – BACK TO POLICY COMMITTEE
 - d. Sec 1, 1G Hours of Work – BACK TO POLICY COMMITTEE
 - e. Sec 1, 1H Overtime – BACK TO POLICY COMMITTEE
 - f. Sec 1, 1J Vacation – BACK TO POLICY COMMITTEE
 - g. Sec 1, 1K Benefits – BACK TO POLICY COMMITTEE
 - h. Sec 1, 1L Leaves – BACK TO POLICY COMMITTEE
 - i. Sec 1, 1M Sick Days and Short-Term Disability – BACK TO POLICY COMMITTEE
 - j. Sec 1, 1P Performance Management – Revision – BACK TO POLICY COMMITTEE
 - k. Sec 1, 3Q Grievances – Form created – BACK TO POLICY COMMITTEE
5. Additional Reviews
 - a. Sec 2, 1H Committees of the Board - 4(g) Title edit – “Director” needs to be added. - Communications kept confidential unless authorized by the Executive committee
 - b. Sec 3, 1M PLSB Grant Money - Clarify & add variable payment levels “subject to provincial funds available”
 - c. Sec 2, 1I Board Honoraria and Expenses - Is \$100/month for Chair enough? If Board Chair is invited to a committee meeting are they eligible for remuneration? Procedure – email request or motion in minutes.
5. Terms of Reference
 - a. Attached examples
 - a. Student Legislative Council – Terms of Reference
 - b. Swimming Canada
 - c. Fanshawe Foundation
 - d. Template

Next Policy Meeting: TBD

#2

Policy Revision Update

Annual Policy Reviews

	A	B	C	D	E	F	G
		NLLS Policy Revision File					
1	Policy Number	Policy Name	Effective Date	Last Review Date	Last Revision Date	Next Revision Date	Notes or Comments
2	Section 1 - NLLS STAFF						
3	Sec 1, 1A	Staff Orientation	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
4	Sec 1, 1B	Compensation	May 13 2017	July 23 2018	Sept 8 2018	Mar 2020	
5	Sec 1, 1C	Staff Expenses and Reimbursement	May 13 2017	Jan 10 2019	Sept 8 2018	Mar 2020	
6	Sec 1, 1D	Continuing Education	May 13 2017	Jan 10 2019	Sept 8 2018	Mar 2020	
7	Sec 1, 1E	Probationary Period	May 13 2017	July 23 2018	Sept 8 2018	Jan 2019	
8	Sec 1, 1F	Staff Reduction and Termination	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
9	Sec 1, 1G	Hours of Work	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
10	Sec 1, 1H	Overtime	May 13 2017	July 23 2018	Sept 8 2018	Jan 2019	
11	Sec 1, 1I	Statutory and General Holidays	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
12	Sec 1, 1J	Vacation	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
13	Sec 1, 1K	Benefits	May 13 2017	July 23 2018	Sept 8 2018	Jan 2019	
14	Sec 1, 1L	Leaves	May 13 2017	July 23 2018	Sept 8 2018	Jan 2019	
15	Sec 1, 1M	Sick Days and Short Term Disability	May 13 2017	July 23 2018	Sept 8 2018	Jan 2019	
16	Sec 1, 1N	Pay Days	Sept 8 2018	New	Sept 8 2018	Sept 2019	
17	Sec 1, 1O	Staff Long Service	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
18	Sec 1, 1P	Performance Management	May 13 2017	July 23 2018	Sept 8 2018	Jan 2019	
19	Sec 1, 1Q	Retirement	Sept 9 2017	July 23 2018	Sept 8 2018	Sept 2019	
20	Sec 1, 1R	NLLS Company Vehicles	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
21	Sec 1, 1S	NLLS Cell phone Policy	Sept 8 2018	New	Sept 8 2018	Sept 2019	
22	Sec 1, 1T	Inclement Weather	April 3 2018	July 23 2018	Sept 8 2018	Sept 2019	
23	Sec 1, 2A	Workplace Impairment	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
24	Sec 1, 2B	Working Alone	May 13 2017	Jan 30 2019	Mar 2 2019	Mar 2020	
25	Sec 1, 2C	Gym Usage	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
26	Sec 1, 3A	Code of Ethics	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
27	Sec 1, 3B	General Obligations	May 13 2017	July 23 2018	Sept 8 2018	Deleted	Moved to Code of Ethics
28	Sec 1, 3C	Whistleblower Policy	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
29	Sec 1, 3D	Financial Matters	Sept 8 2018	July 23 2018	Sept 8 2018	Sept 2019	
30	Sec 1, 3E	Conflict of Interest	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
31	Sec 1, 3F	Library Property	May 13 2017	Jan 30 2019	Mar 2 2019	Mar 2020	
32	Sec 1, 3G	Political Activity	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
33	Sec 1, 3H	Penalty for Non-Compliance	May 13 2017	July 23 2018	Sept 8 2018	Deleted	Moved to Performance Mngt
34	Sec 1, 3I	Employee Conduct and Disciplinary Action	May 13 2017	July 23 2018	Sept 8 2018	Deleted	Moved to Performance Mngt
35	Sec 1, 3J	Internet and Computer Usage	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
36	Sec 1, 3K	Spyware and Spam Control	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
37	Sec 1, 3L	Social Media	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
38	Sec 1, 3M	Email Usage	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
39	Sec 1, 3N	Outside Computers	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
40	Sec 1, 3O	Contractors and Technicians	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
41	Sec 1, 3P	Privacy Issues	Sept 9 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
42	Sec 1, 3Q	Grievances	May 13 2017	July 23 2018	Mar 2 2019	Mar 2020	
43	Sec 1, 3R	Executive Director Grievance	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
44	Sec 1, 3S	Workplace Violence and Harassment	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
45	Sec 1, 3T	Personal Cell phone Policy	May 17 2018	Jan 30 2019	Mar 2 2019	Mar 2020	
46	Sec 1, 3U	Communication Protocol Staff	Sept 8 2018	Jan 10 2019	Mar 2 2019	Mar 2020	
47	Sec 1, 3V	Communication Protocol Library Mgr	Sept 8 2018	Jan 30 2019	Mar 2 2019	Mar 2020	
48	Sec 1, 3W	Substance Abuse	Sept 8 2018	Aug 2 2018	Sept 8 2018	Jan 2019	
49	Section 2 - NLLS Board						
50	Sec 2, 1A	Policy Statements	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
51	Sec 2, 1B	Governance	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
52	Sec 2, 1C	Governance Style of the Board	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
53	Sec 2, 1D	Role of Board Chair	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
54	Sec 2, 1E	Role of Executive Committee	May 13 2017	Aug 2 2018	Mar 2 2019	Mar 2020	
55	Sec 2, 1F	Board Code of Ethics	May 13 2017	July 23 2018	Sept 8 2018	Sept 2019	
56	Sec 2, 1G	Annual Agenda	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
57	Sec 2, 1H	Committees of the Board	May 13 2017	Jan 10 2019	Mar 2 2019	Mar 2020	
58	Sec 2, 1I	Board Honoraria and Expenses	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	

	A	B	C	D	E	F	G
		NLLS Policy Revision File					
1	Policy Number	Policy Name	Effective Date	Last Review Date	Last Revision Date	Next Revision Date	Notes or Comments
59	Sec 2, 1J	Recognition Long Service Board	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
60	Sec 2, 1K	Board Member Orientation PD	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	
61	Sec 2, 1L	FOIP	May 13 2017	Aug 2 2018	May 13 2017	Sept 2019	
62	Sec 2, 1M	Records Retention	May 13 2017	Aug 2 2018	May 13 2017	Sept 2019	
63	Sec 2, 1N	Policy Making	May 17 2018	July 23 2018	Sept 8 2018	Sept 2019	
64	Sec 2, 1O	Election	May 5 2018	July 23 2018	Sept 8 2018	Sept 2019	
65	Sec 2, 1P	Communication Protocol Board	Sept 8 2018	New	Jan 10 2019	Jan 2020	
66	Section 3 - Finance						
67	Sec 3, 1A	Principle	May 13 2017	Aug 2 2018	May 13 2017	Sept 2019	
68	Sec 3, 1B	Accounting and Audit	May 13 2017	Aug 2 2018	Nov 3 2018	Sept 2019	
69	Sec 3, 1C	Banking	May 13 2017	Aug 2 2018	May 13 2017	Sept 2019	
70	Sec 3, 1D	Borrowing Bylaw	Mar 2 2018	NEW	Mar 2 2019	Mar 2020	
71	Sec 3, 1E	Signing Authority	May 13 2017	Aug 2 2018	May 13 2017	Sept 2019	
72	Sec 3, 1F	Corporate Credit Cards	May 13 2017	Aug 2 2018	May 13 2017	Sept 2019	
73	Sec 3, 1G	Budget	May 13 2017	Aug 2 2018	Nov 3 2018	Sept 2019	
74	Sec 3, 1H	Finance Fund Account	May 5 2018	Jan 10 2019	Mar 2 2019	Mar 2020	
75	Sec 3, 1I	Request for Purchase	Sept 9 2017	Aug 2 2018	May 13 2017	Sept 2019	
76	Sec 3, 1J	Grant Applications	May 13 2017	Aug 2 2018	Nov 3 2018	Sept 2019	
77	Sec 3, 1K	Investments	Nov 3 2018	Aug 2 2018	Nov 3 2018	Sept 2019	
78	Sec 3, 1L	Facility Use Rental Policy	Mar 2 2018	NEW	Jan 10 2019	Mar 2020	
79	Sec 3, 1M	PLSB Grant Money	Mar 2 2018	NEW	Mar 2 2019	Mar 2020	
80	Sec 3, 1N	NLLS Funding Overview	Mar 2 2018	NEW	Jan 10 2019	Mar 2020	
81	Section 4 - Service Points						
82	Sec 4, 1A	Purpose and Goals	May 13 2017	Jan 10 2019	Mar 2 2019	Mar 2020	
83	Sec 4, 1B	Loan of Resources Policy	May 13 2017	Aug 2 2018	May 13 2017	Sept 2019	
84	Sec 4, 1C	Confidentiality of User Records Policy	May 13 2017	Aug 2 2018	Sept 8 2018	Sept 2019	

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Probationary Period	Revised Date:	Sept 21, 2019
			Sec 1, 1E
		Reviewed:	July 10, 2019

PROBATIONARY PERIOD

1. All employees shall have a probationary period, at the end of which time employees shall receive an evaluation by their supervisor. The results of the evaluation will determine whether permanent employment will be granted or withheld.
2. The Northern Lights Library System recognizes the need to have a probationary period during which time an employee will learn the expectations of the employer, will be evaluated, and may resign or be dismissed without penalty, before permanent employment status is granted.
3. Probationary periods are as follows:
 - a. Executive Director – as per negotiated **continuous employment** contract.
 - ~~b. All other NLLS Employees – three (3) months~~
 - c. ~~Department heads~~ **All employees** shall receive an ~~preliminary~~ evaluation **before the end of their** after three (3) **month probationary period. The Department Manager and/or Executive Director will conduct these evaluations. The Executive Director will conduct this evaluation.**
 - d. During the first three (3) months of the probationary period, unsatisfactory performance can result in termination without notice. (Employment Standards Code, Chapter E-10.2, 1988).

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS EMPLOYEE(S)	Effective:	Sept 8, 2018
Chapter:	Code of Ethics	Page(s):	3
Subject:	Substance Abuse	Revised Date:	Sept 21, 2016
			Sec 1, 3W
		Reviewed Date:	July 10, 2019

SUBSTANCE ABUSE

1. NLLS is committed to the health and safety of its employee(s), equipment & facilities, contractors, and members of the public.
2. NLLS recognizes and accepts the responsibility to provide its employee(s) with a safe, healthy and productive work environment.
3. Employee(s) have the responsibility to report to work capable of performing their tasks productively and safely and to ensure that no employee(s) or members of the public is potentially put at greater risk as a consequence of drug (legal or illegal) or alcohol usage.
4. The purpose of this policy is to establish the NLLS's expectations for appropriate behavior, the consequences for non-compliance, and to provide consistent guidelines for all employee(s).

Definitions

Under the influence of drugs, including prescription drugs, alcohol, cannabis or any controlled substance, for the purpose of this policy is defined as the use of one or more of these substances to an extent that an employee is:

- a. unable to perform in a fully productive manner.
- b. in a physical or mental condition creates a risk to the safety and well being of the individual, other employees, the property of NLLS, or the public.
- c. displaying signs or symptoms of substance abuse.

For the purposes of this policy, contractors, volunteers, and members at large appointed to the various boards, committees, and delegations, shall be deemed to be employees.

Appropriate Conduct Respecting Drugs and Alcohol

1. While in the NLLS Building, NLLS owned, leased and/or rented vehicles:
 - a. No employee(s) may use, possess, distribute, sell or be under the influence of alcohol, cannabis or illegal drugs. This includes meal periods and scheduled breaks.
 - b. The legal use of prescribed and/or over the counter drugs is permitted at work when medically appropriate, only if it does not impair the employee's ability to perform their work effectively and in a safe manner.
 - c. Employee(s) are required to disclose to the Department Manager the use of prescription drugs which may affect their work performance or the safe

execution of their duties. NLLS is committed to accommodating an employee(s) necessary use of prescription drugs to the extent reasonably possible without suffering undue hardship.

- d. No employee(s) shall be under the influence of drugs or alcohol during their working hours, including meal periods, scheduled breaks, or while assigned on-call.
- e. No employee(s) shall consume alcohol, cannabis or illegal drugs, while in charge of any NLLS vehicle.
- f. Unless authorized by the Executive Director for a specific limited purpose, NLLS will not tolerate the consumption of alcoholic beverages by employees during their regular working hours. This includes meal periods, scheduled breaks or while assigned on-call.
- g. If an employee(s) is called back after regular working hours to perform work related duties and has been consuming alcohol, cannabis or using drugs, it is the employee(s) responsibility to obtain assistance from a responsible employee(s), not under the influence of alcohol or drugs, to perform the required task
- h. Under no circumstances shall an employee(s) operate a NLLS vehicle while under the influence of alcohol, cannabis or drugs;
- i. In all situations, where NLLS believes an employee(s) is unfit to be at the workplace, a responsible escort will be used to escort the employee(s) home and to take appropriate steps to ensure the safety of the employee(s) and all others.

Treatment and Accommodation

1. Any employee(s) suffering from a drug, alcohol or cannabis addiction is strongly encouraged to disclose the addiction to the Executive Director and/or their immediate Department Manager.
2. NLLS recognizes its responsibility to assist and accommodate employee(s) suffering from an illness/addiction due to alcohol, cannabis or drugs to the extent reasonably possible without suffering undue hardship.
3. Employee(s) who are concerned that a fellow employee(s) may be suffering from a drug, cannabis or alcohol addiction are strongly encouraged to report their concerns to the Executive Director and/or their Department Manager.

Reasonable Cause Testing

1. NLLS reserves the right to conduct testing for the presence of alcohol, cannabis or drugs when it has reasonable cause to believe that the actions, appearance, or conduct of employee(s) while on duty is indicative of the use of drugs, cannabis or alcohol.
2. The basis for the decision to test will be documented as soon as possible after the action has taken place.
3. The referral for the test will be based on specific and personal observations resulting from, but not limited to:

- a. observed use or evidence of use of drugs, cannabis or alcohol (e.g. smell of alcohol),
- b. erratic or atypical behavior of the employee(s)
- c. changes in physical appearance of the employee(s)
- d. changes in behavior of the employee(s)
- e. changes in speech patterns of the employee(s)

Where reasonably possible such tests shall be conducted respectfully and in a manner to minimize the intrusive nature of the tests.

Obligations and Enforcement of this Policy

1. NLLS views the rules contained in this policy to be of the utmost importance. Any deviation from the above terms by an employee(s) will result in disciplinary action that may include immediate dismissal.
2. All Employee(s) will be provided with a copy of this policy as notification, and any resulting dismissal will be considered as "dismissal with cause" and not subject to notice or remuneration in lieu.
3. Seeking voluntary assistance for drug, cannabis or alcohol addiction will not jeopardize an employee(s) employment with NLLS so long as the employee(s) continues to cooperate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a return to work within the foreseeable future.
4. If an employee(s) neglects or refuses to disclose such a condition to NLLS, NLLS will be forced to deal with breaches of this policy assuming that the employee(s) is not suffering from an addiction or illness related to alcohol, cannabis or drugs but has simply disregarded the policy, in which case immediate and strict disciplinary action will be taken.
5. Employee(s) suffering from alcohol, cannabis or drug addiction/illness who fail to cooperate with assistance or treatment programs and/or engage in repeated infractions of this policy will be subject to the normal disciplinary sanctions, up to and including immediate termination for just cause.
6. Employee(s) are encouraged to use the Extended Benefit program provided through NLLS.

NLLS Executive Board Chair

Sept 21, 2018
Date of Approval

#3

Policy Revision Submissions for
Executive to review.

Motion to proceed to Sept
Board Meeting or return to
Policy Committee

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Compensation	Revised Date:	Sept 21, 2019
			Sec 1, 1B
		Reviewed:	July 10, 2019

COMPENSATION

- 1) Level – Based on experience, education, and job classification.
- 2) ~~Step 0-7 Steps~~ **Step 1-5 steps** within each Level based on tenure.
- 3) Step within each salary level will be based on length of service. Upon completion of one full year of work, and on the employee's anniversary date, the employee will be advanced to the next step on the salary grid level to which they are assigned. (Refer to G. Employee Conduct and Disciplinary Action)
 - a) Employees who have reached the ~~end~~ **top** of their grid shall only be eligible for COLA increases as approved by the Board.
 - b) At the discretion of the Executive Director, an employee may be advanced to the next Level.
 - c) The Executive Director has the sole authority to advance any employee one (1) level based on experience, merit, professional development or increased duties. The decision to advance any employee two (2) or more levels requires Executive Committee notification and approval.
- 4) The payroll deductions required by law, including Income Tax, Canada Pension and Unemployment Insurance, will be taken from each pay cheque.
- 5) The Executive Director may recognize prior relevant experience upon hiring as required by market conditions and the ability to attract qualified employee(s). **and place employee higher than Step 1 on the grid.**
- 6) Advancement within each salary level will be based on length of service. Upon completion of one (1) full year of work, and on the employee's anniversary date, the employee will be advanced to the next step on the salary grid level to which they are assigned.
- 7) Salary increases for both full and part-time employee(s) will be effective on the employee's anniversary date of employment.

- 8) All salary ranges, will be reviewed annually. Any recommendations from the NLLS management team will be made to the NLLS Executive Committee. Any approved increases to overall compensation will normally be effective January 1st
- 9) The Executive Directors compensation is as per continuous employment contract.

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

Appendix A – Executive Director Evaluation process



- Committee will have an initial informal recap discussion with Executive Director.
- Committee shall speak with all department heads and the finance rep.
- Committee may speak with and other system stakeholders who work with Executive Director. (Other System Directors, Gov't Reps, Library Managers etc.)
- Committee will independently fill out NLLS Executive Director Evaluation form.
- Those independent forms will be averaged to create a fourth form.
- Any score 3 or below requires an explanatory comment.
- Any entry left blank gets an automatic score of three.
- Executive Director afforded opportunity to provide commentary on comments on form.
- Evaluation Committee and Executive Director meet to discuss final evaluation and set goals and measurable for forthcoming year.
- These goals will be presented to NLLS Executive for approval at next available meeting or electronic vote.
- These goals will be presented to board and accepted as information.

1.50%

Northern Lights Library System

Salary Scale

Effective January 2019 - Currently using

	Steps	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Annual								
	0	29,675.90	36,015.92	45,433.09	52,979.84	62,096.50	73,959.06	91,880.06
	1	30,714.62	37,277.07	47,023.12	54,834.88	64,230.75	76,552.32	95,095.62
	2	31,790.02	38,581.98	48,668.76	56,753.80	66,478.56	79,233.14	98,424.76
	3	32,902.11	39,931.86	50,372.37	58,740.16	68,804.46	82,006.24	101,868.65
	4	34,054.41	41,330.23	52,135.13	60,796.32	71,214.35	84,875.16	105,434.39
	5	35,245.74	42,775.93	53,960.59	62,923.46	73,707.06	87,847.01	109,124.36
	6	36,479.68	44,273.69	55,848.76	65,126.32	76,287.32	90,921.78	112,944.46
	7	37,756.20	45,823.50	57,803.17	67,406.08	78,958.67	94,103.03	116,897.07
Monthly								
	0	2,472.99	3,001.33	3,786.09	4,414.99	5,174.71	6,163.25	7,656.67
	1	2,559.55	3,106.42	3,918.59	4,569.57	5,352.56	6,379.36	7,924.64
	2	2,649.16	3,215.17	4,055.73	4,729.48	5,539.88	6,602.76	8,202.06
	3	2,741.84	3,327.65	4,197.70	4,895.01	5,733.70	6,833.85	8,489.05
	4	2,837.86	3,444.19	4,344.59	5,066.36	5,934.53	7,072.93	8,786.20
	5	2,937.14	3,564.66	4,496.72	5,243.62	6,142.26	7,320.58	9,093.70
	6	3,039.97	3,689.47	4,654.06	5,427.19	6,357.28	7,576.82	9,412.04
	7	3,146.35	3,818.62	4,816.93	5,617.17	6,579.89	7,841.92	9,741.42
Hourly								
	0	16.30	19.79	24.96	29.11	34.12	40.64	50.48
	1	16.87	20.48	25.84	30.13	35.29	42.06	52.25
	2	17.46	21.20	26.74	31.18	36.53	43.53	54.08
	3	18.08	21.94	27.68	32.27	37.80	45.06	55.97
	4	18.71	22.71	28.65	33.40	39.13	46.63	57.93
	5	19.36	23.50	29.65	34.57	40.50	48.27	59.96
	6	20.04	24.33	30.69	35.78	41.92	49.96	62.06
	7	20.74	25.18	31.76	37.04	43.38	51.70	64.23

Level 1	Casual Clerk, Summer Student-Library Clerk
Level 2	Shipping/ILL Clerk, Processing Clerk, Receiving Clerk, Driver, ILL Assistant, Administrative Assistant
Level 3	Acquisitions Specialist, Cataloguing Technician I,
Level 4	Cataloguing Technician II, Network Analyst
Level 5	Public Services Consultant, IT Consultant, Bibliographic Services Consultant, Finance, Marketing
Level 6	Public Services Manager, Bibliographic Services Manager, IT Manager,
Level 7	Asst. Director
Contract	Director

Northern Lights Library System

Salary Scale - Proposed by Policy Committee Jan 30 2020

Effective January 2020 PROPOSED NEW - ***(rounded up totals)

	Steps	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6 - MGR
Annual							
	1	30715.00	37277.00	47023.00	54835.00	64231.00	76552.00
	2	32475.00	39414.00	49718.00	57978.00	67913.00	80940.00
	3	34235.00	41550.00	52413.00	61120.00	71595.00	85328.00
	4	35996.00	43687.00	55108.00	64263.00	75277.00	89715.00
	5	37756.00	45824.00	57803.00	67406.00	78959.00	94103.00
MONTHLY							
	1	2,559.60	3,106.40	3,918.60	4,569.60	5,352.60	6,379.30
	2	2,706.30	3,284.50	4,143.20	4,831.50	5,659.40	6,745.00
	3	2,852.90	3,462.50	4,367.80	5,093.30	5,966.30	7,110.70
	4	2,999.70	3,640.60	4,592.30	5,355.30	6,273.10	7,476.30
	5	3,146.30	3,818.70	4,816.90	5,617.20	6,579.90	7,841.90
Hourly							
	1	16.90	20.50	25.80	30.10	35.30	42.10
	2	17.80	21.70	27.30	31.90	37.30	44.50
	3	18.80	22.80	28.80	33.60	39.30	46.90
	4	19.80	24.00	30.30	35.30	41.40	49.30
	5	20.70	25.20	31.80	37.00	43.40	51.70

Level 1 Casual Clerk, Summer Student-Library Clerk
 Level 2 Shipping/ILL Clerk, Processing Clerk, Receiving Clerk, Driver, ILL Assistant, Administrative Assistant
 Level 3 Acquisitions Specialist, Cataloguing Technician I,
 Level 4 Cataloguing Technician II, Network Analyst
 Level 5 Public Services Consultant, IT Consultant, Bibliographic Services Consultant, Finance, Marketing
 Level 6 Public Services Manager, Bibliographic Services Manager, IT Manager, Asst Director

Contract Director

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Staff Expenses and Reimbursement	Revised Date:	Sept 21, 2019
			Sec 1, 1C <i>Appendix B</i>
		Reviewed:	Jan 10, 2019

STAFF EXPENSES AND REIMBURSEMENT

1. Credit Card usage – Appendix B – Credit Card
 - a. NLLS may issue company credit cards to certain employees for use in their jobs.
 - b. Employee with company credit cards issued to them must sign the Appendix B Credit Card Policy Acknowledgment form.
 - i. Use of company-issued credit cards is a privilege that the Company may withdraw at any time, with or without cause. Upon an employee's termination of employment at the Company, all cards must be returned to the NLLS Administration department for cancellation and proper disposal.
 - ii. The employee in possession of the company credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel.
 - iii. Any credit card NLLS issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Company.
 - iv. The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
 - v. Pictures/scan of receipts ~~will~~ may be allowed in place of missing receipts. The original paper receipt is the preferred method.
 - vi. Receipts need to be turned into the administration within one (1) week of **returning to work**. ~~the date of purchase~~. All receipts should be labeled with a description of what the purchase was for

to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.

- vii. Any receipts missing prior to monthly bill payment (with the exception of book allotment supplies) will be billed back to credit card holder.
- viii. Any missing receipts found after bill-back will be reimbursed upon submission.
- ix. All extraneous charges shall be investigated before being billed back to credit card holder.

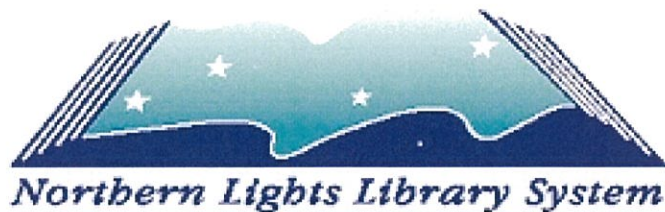
2. Personal charges

- a. If any employee uses a company credit card or other company funds for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee and will be deducted in full, from the employee's next paycheck.
- b. If any employee uses a company credit card or other company funds for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the Executive Director. The employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid.
- c. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment

3. Reimbursement of Employee Personal Funds

- a. All approved company transactions paid by employee personal funds will be reimbursed by direct deposit on the 15th and the 2nd last business day of each month. **Provided the employee submits all receipts and applicable expense forms.**

APPENDIX B - NLLS Credit Card Policy Acknowledgment



I, _____, hereby acknowledge that I have received a corporate credit card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that the Company may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Company must deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions may take my pay below minimum wage for the workweek(s) in question.

I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions until the unauthorized amounts are fully repaid. Such deductions are in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take my pay below minimum wage for any workweek.

Signature of Employee

Date

Printed Name

Signature of Company Rep

Date

Printed Name

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Continuing Education and Professional Development	Revised Date:	Sept 21, 2019
			Sec 1, 1D Appendix C - REMOVE
		Reviewed:	July 10, 2019

CONTINUING EDUCATION and PROFESSIONAL DEVELOPMENT

1. Upon prior application **and approval by** ~~to~~ the Executive Director, **and/or Department Manager** an employee may be reimbursed fees for ~~any course, workshop or seminar~~ **continuing education or professional development** successfully completed whose subject matter pertains to the work at NLLS ~~up to a maximum of \$800.00 per course and~~ within each department's professional development budget.
2. An employee who resigns ~~or is terminated~~ from NLLS employment agrees to reimburse NLLS for ~~tuition~~ **continuing education** and all related expenses paid by NLLS within three (3) years of the training completion date. **As rated below** NLLS is authorized to recover funds by means of payroll deduction from the employee's final pay.
 - a. Employee Repayment is prorated: *Appendix C - Education*
 - i. 100% if the employee leaves before 18 months less a day
 - ii. 75% if the employee leaves from 18-24 months less a day
 - iii. 50% if the employee leaves from 24-30 months less a day
 - iv. 25% if the employee leaves from 30-36 months less a day
 - v. 0% if the employee leaves after 36 months.
3. Employees who are covered by the NLLS Overtime Agreement are eligible for in lieu time if NLLS requires them to take the training outside of their regular hours.
4. Employees are not eligible for in lieu time if they are requesting NLLS to cover their expenses, in whole or in part, for attendance at a conference, workshop, course or seminar, which NLLS is not requiring them to attend.

5. Employee(s) are ~~expected~~ **encouraged** to pursue professional development ~~where appropriate~~ **relevant to NLLS and/or their position** for continuing education.

Upon completion of each course the employee will submit a written report to the department manager citing subject matter, course overview along with grade received.

- ~~6.~~ At their discretion, the Executive Director **and/or Department Manager** has the right to permit an exception to the employee repayment process outlined above. ~~This decision is to be ratified by the Executive Committee.~~ **Outside budgetary exceptions are to be ratified by the Executive Committee.**

PROFESSIONAL DEVELOPMENT

7. Upon completion of any **continuing education or professional development approved by NLLS** ~~attended conference~~, the employee will submit a written report to the department manager citing highlights and any learning take backs for NLLS.÷
- ~~a. Submission of session list and the value to NLLS of each.~~

NLLS Executive Board Chair

Date of Approval

Appendix C - REMOVE



Northern Lights Library System

Human Resources Department

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0

780-724-2596 ext. 2110

Continuing Education - Statement of Understanding

1. Upon prior application and approval by the Executive Director, and/or Department Manager an employee may be reimbursed fees for any course, workshop or seminar continuing education or professional development successfully completed whose subject matter pertains to the work at NLLS up to a maximum of \$800.00 per course and within each department's professional development budget.
2. An employee who resigns or is terminated from NLLS employment agrees to reimburse NLLS for tuition continuing education and all related expenses paid by NLLS within three (3) years of the training completion date. As rated below NLLS is authorized to recover funds by means of payroll deduction from the employee's final pay.
 - a. Employee Repayment is prorated: *Appendix C - Education*
 - i. 100% if the employee leaves before 18 months less a day
 - ii. 75% if the employee leaves from 18-24 months less a day
 - iii. 50% if the employee leaves from 24-30 months less a day
 - iv. 25% if the employee leaves from 30-36 months less a day
 - v. 0% if the employee leaves after 36 months.
3. Employees who are covered by the NLLS Overtime Agreement are eligible for in lieu time if NLLS requires them to take the training outside of their regular hours.

4. Employees are not eligible for in lieu time if they are requesting NLLS to cover their expenses, in whole or in part, for attendance at a conference, workshop, course or seminar, which NLLS is not requiring them to attend.

5. Employee(s) are ~~expected~~ encouraged to pursue professional development where appropriate ~~relevant to NLLS and/or their position~~ for continuing education.

Upon completion of each course the employee will submit a written report to the department manager citing subject matter, course overview along with grade received.

NLLS Employee

Date

NLLS Representative

Date

*Acknowledgement of Policy
is suffice*

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Hours of Work	Revised Date:	Sept 21, 2019
			Sec 1, 1G
		Reviewed:	July 10, 2019

HOURS OF WORK

1. ~~The Northern Lights Library System will operate on a thirty-five (35) hour week for all full-time employees.~~ **The normal work week at NLLS is 35 hours for all full-time employees. Daily and weekly schedules may vary from time to time and diversification in work schedules may be required to meet changing condition. Executive Director and/or Department Managers reserve the right to alter hours of work to meet organizational and operation needs.**
2. Regular hours of work will be from 8:30 a.m. to 4:30 p.m., Monday to Friday.
Employees will be entitled to a minimum of a thirty (30) minute break within every five (5) hours of consecutive employment. If agreed to by the employer and employees, breaks can be taken in two (2), fifteen (15)-minute installments. **(Alberta Employment Standards)**
3. NLLS does not pay for one (1) hour lunch.
4. ~~A compressed schedule or flexible schedule may be arranged at the discretion of the Executive Director.~~
5. NLLS recognizes that the Executive Director and the Management Team will often work excess hours in order to fulfill the roles and responsibilities of their positions. Greater financial compensation on the salary grid for their levels, more vacation benefits, and a flexible work schedule as required is considered suitable compensation for their supervisory roles.
6. Timesheet Payroll Policy– all Employee(s)
 - a. ~~Timesheets are to be given to the supervisor by the 2nd working day of the following month. This in turn goes to the finance officer by the 5th working day of~~

~~the month for review and data entry.~~ Timesheet are to be given to the supervisor by the 20th of each month.

- b. Executive Director timesheet to be authorized by the Board Chair.
- c. The Finance Officer will be responsible for all timesheet entry and collection of Executive Director and Board Chair signature authorizations.
- d. Each employee **at their discretion** may track their sick, lieu, and vacation hours. Upon request, the Finance Officer will provide a copy of the tracking sheet for employee confirmation and records.
- e. Any changes to employee mid-month payroll amount, banking information or email address, must be submitted in writing with effective date to the Finance Officer.

7. Time off authorization

- a. All time off requests must be submitted to employee(s) Department Manager for approval via email where possible and cc the Finance Officer. If a phone call is made to your Department Manager they will be responsible to send **an** email to the Finance Officer. Please follow up next working day. If ~~you~~ **the** Department Manager is unavailable ~~please go to~~ **submit request to** next employee in chain of command and cc Finance Officer.
- b. Once approved please ensure you create a calendar entry when possible with the subject line: "Your Name" -AWAY
- c. ~~Update employee voicemail and email out of office notification as required.~~
Employee voicemail updated and out of office notification required for all planned leaves.
- d. The Executive Director time off requests must be submitted to the Board Chair or Vice Chair for approval.

8. Absenteeism

- a. Employees are expected to attend work and be punctual on every scheduled day. Any incident of employee absenteeism shall be reported and recorded by the department manager.

- b. Employees ~~will~~ shall be subject to the Employee Discipline policy if they are absent or late without authorization for three (3) occurrences in a twelve (12) month period.

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Overtime	Revised Date:	Sept 21, 2019
			Sec 1, 1H Appendix D
		Reviewed:	July,10 2019

OVERTIME

1. For ~~salaries~~ **non-management** employees, hours worked in excess of regular hours will be compensated by allowing time off according to the terms of the NLLS Overtime Agreement **and Alberta Employment standards.**
2. For employees paid on an hourly basis, hours worked in excess of regular hours will be paid at overtime rates according to the terms of the Employment Standards Code.
3. For all employees, ~~hours worked in excess of regular hours may not be worked without~~ **Overtime requires** the prior authorization of the Executive Director or Department Manager **with the exception of emergency situations.**
4. All ~~salaries~~ **non-management** employees, ~~except management employee(s),~~ are eligible for ~~lieu time.~~ **Time off in lieu of overtime.**
5. **NLLS Management employee(s) are eligible for flex time in lieu of overtime as per the discretion of the Executive Director.** ~~as per Hours of work.~~
6. While every effort will be taken to accommodate employees' wishes, NLLS reserves the right to schedule when in lieu **and flex** time will be taken. In lieu **and flex** time may not be taken without the prior authorization of an employee's manager and must be taken within six (6) months of earning such lieu time.
7. Lieu time must be taken within the six (6) months it was earned. In December all unused lieu will be paid out on the final calendar year payroll run.
8. ~~No Lieu or flex time can~~ **will not** be carried over into **a** new fiscal year.
9. Employee(s) who are called out after hours for work by the alarm company or Executive Director will be paid a minimum call out of three (3) hours of their current wage.

NLLS Executive Board Chair

Sept 21, 2019

Date of Approval



APPENDIX D – Overtime Agreement

Overtime Agreement Form

It is agreed between:

_____ of _____

and

Northern Lights Library System of 5615 48 St Elk Point, AB T0A 1A0

That either wholly or partly the employer will provide, and the employee will take: **1 hr for 1 hr** time off with pay in place of overtime pay for those hours worked in excess of seven (7) hours in a work day or after thirty-five (35) hours in a work week, whichever is greater.

The time off with pay shall be provided, taken and paid within six (6) months of the end of the pay period in which it was earned.

If the time off with pay instead of overtime is not provided, taken and paid in accordance with paragraph 2, the employee shall be paid overtime pay of a least 1.5 times the employee's wage rate for the overtime hours worked.

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.

The time off in place of pay shall be provided by the employer and taken by the employee within six (6) months of the end of the pay period in which it is earned.

Lieu time must be taken within the six (6) months it was earned. In December all unused lieu will be paid out on the final calendar year payroll run; no lieu can be carried over into new fiscal year.

The employer shall provide a copy of this agreement to the employee.

No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other.

Dated this _____ day of _____ 20__.

Employer Representative

Employee

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	3
Subject:	Vacation	Revised Date:	Sept 21, 2019
			Sec 1, 1J
		Reviewed:	July 10, 2019

VACATION

1. Permanent employees shall be entitled to annual vacation days with pay. Temporary employees shall receive vacation pay **on each pay cheque**. In accordance with the Alberta Employment Standards Code, vacation time and payment will not accrue during unpaid leaves of absence, including job protected leaves of absence such as maternity, parental, sickness, long term disability, etc.
2. The vacation entitlement is calculated on a calendar year basis using a common anniversary date of January 1st.
3. Vacation entitlement is as follows:
 - a. All **permanent** Employee(s) excluding Management
 - i. Three (3) weeks paid vacation ~~after~~ **for** one (1) year's ~~continuous~~ service.
 - ii. Four (4) weeks paid vacation ~~after~~ **for** four (4) year's ~~continuous~~ service.
 - iii. After ten (10) years of continued employment, the employee will gain one (1) vacation day for each additional year to a maximum of five (5) weeks paid vacation.
 - b. Management
 - i. Four (4) weeks paid vacation ~~after~~ **for** one (1) year's ~~continuous~~ service.
 - ii. Five (5) weeks paid vacation ~~after~~ **for** four (4) year's ~~continuous~~ service.
 - c. Executive Director: As per negotiated contract.
 - d. Vacation entitlement is pro-rated monthly upon hire date.**
4. Should an employee leave before the end of the year after having taken vacation, the salary paid for the unearned vacation shall be deducted from the employee's final pay cheque.

5. Vacation time is scheduled by the Executive Director or the Department Manager. A tentative vacation schedule will be drawn up by May 31st of each year. Vacation time will be allotted on a first come, first served basis. Conflicts will be resolved with employee(s) and Executive Director.
6. For vacation calculation purposes, employees beginning their services after the 15th of the month will be deemed to have begun such service on the 1st day of the following month.
7. For employees paid by monthly salary, NLLS must pay the employee's regular rate of pay for the time of their vacation.

Each week of vacation pay is calculated by dividing their monthly wage by 4.3333 (which is the average number of weeks in a month).

For employees who are paid hourly, weekly, or by commission or other incentive pay, NLLS must pay:

Length of employment	Number of weeks' annual vacation	% of wages
Less than 1 year	Not entitled unless stated in contract	4% of wages
1 to 4 years	2 weeks	4% of yearly wages
5 years or more	3 weeks	6% of yearly wages

8. NLLS is required to provide annual vacations to employees. NLLS is to provide vacations in one (1) unbroken period, however, an employee can request, in writing, for the vacation to be broken into shorter periods and if the request can be accommodated. Vacation time is allowed to be taken in half-day increments if agreed to by NLLS and the employee.
9. An employee may carry over a maximum of two (2) weeks (10 days) of vacation leave into the next calendar year with the approval of the Executive Director upon the

recommendation of the Department Manager. Requests in writing to the Department Manager should be made by November 1st of the current year.

10. Minimum of two (2) week(s) vacation time must be used during the year.
11. Any unused vacation days that has not been taken within the calendar year or has not been carried over according to previous stated policy into the next calendar year will be paid out in the final December payroll of the current calendar year.
12. Carried over vacation from the previous year must be used by the third (3) month of the following year or the exception to be given with the approval of the Executive Director.
13. If serious injury or illness should occur during an employee's vacation, the employee may apply to have the time lost assigned to available sick leave rather than vacation. In this case the employee will submit to the Department Manager within three (3) days of ~~its receipt~~ receiving the doctor's certificate stating the nature and duration of the treatment required.
14. Statutory or declared holidays will not be included in the vacation period.
15. NLLS management is allowed to deny requests for vacation at specific times due to operational reasons. If NLLS management and the employee can't agree on the employee's vacation time, NLLS management can decide when it will be taken. However, the NLLS management must give the employee at least two (2) weeks' notice in writing of the vacation start date.

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Benefits	Revised Date:	Sept 21, 2019
			Sec 1, 1K Appendix E
		Reviewed:	July 10, 2019

BENEFITS

1. Extended Health Benefit Plan

- Employees may participate in the current company extended benefit plan.
Employee to pay 30% of benefit **premium**, while NLLS to pay 70% of benefit **premium**. Employees who opt out of extended benefits must do so in writing.
- The unpaid employee portion of the extended health care benefit plan over two (2) months in arrears will result in the employee being removed from the program.**
- Statement of arrears account will be sent to the employee by registered mail and by email if available.**
- Employee(s) are responsible to ensure contact information is up to date.**

2. Self-Directed Retirement Savings Plan - (Employee chooses the financial institution)

- The Northern Lights Library System recognizes that a pension plan represents a required employee benefit, which provides for retirement income. A Registered Retirement Savings Program is available after three (3) months of employment or the granting of permanent status, whichever occurs first, with benefits available back to the date of regular employment start with NLLS. The NLLS shall contribute up to a maximum five per cent (5%) of each employee's gross regular salary/wage on a matching basis. Contributions by both employee and employer shall be deposited by NLLS on a monthly basis into a registered retirement plan account through a registered Canadian financial institution.
- If employee does not comply with policy the employee will be removed from the program immediately.

- c. Changes to the contribution level or participation in the program must be submitted in writing to the Finance Officer.
- d. It is the employee's responsibility to supply the NLLS Finance Officer with the bank account information or any changes to the bank account for the RRSP payment to be deposited into each month.
- e. Employees are to submit a copy of their T4RSP slip from their bank provider to NLLS for confirmation of the employees matching contribution has been deposited into RRSP account.

3. Appendix E – RRSP Letter of Understanding

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

APPENDIX E - RRSP Letter of Understanding



Northern Lights Library System

Human Resources Department

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0

780-724-2596 ext. 2110

Employee Name:

Title:

Address:

Self-Directed Retirement Savings Plan

(Employee chooses the financial institution)

The Northern Lights Library System recognizes that a pension plan represents a required employee benefit, which provides for retirement income. A Registered Retirement Savings Program is available after three (3) months of employment or the granting of permanent status, whichever occurs first, with benefits available back to the date of regular employment start with NLLS.

The NLLS shall contribute up to five per cent (5%) of each employee's gross regular salary/wage on a matching basis. Contributions by both employee and employer shall be deposited by NLLS on a monthly basis into a registered retirement plan account through a registered Canadian Financial institution.

It is the employee's responsibility to supply the NLLS Finance Officer with the bank account information or any changes to the bank account for the RRSP payment to be deposited into each month. Employees are to submit a copy of their T4RSP slip from their bank provider to NLLS for confirmation of the employees matching contribution has been deposited into RRSP account.

NLLS Employee

Date

NLLS Representative

Date

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	3
Subject:	LEAVES	Revised Date:	Sept 21, 2019
			Sec 1, 1L Appendix F
		Reviewed:	July 10, 2019

LEAVES

Employees are eligible for current (excluding reservists leave) and new leaves after 90 days.

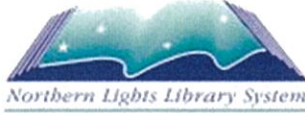
1. Jury Duty/Subpoenas
2. When an employee is summoned for jury duty or subpoenaed as a witness in their private capacity, they will be allowed leave with pay provided any daily allowance received by the employee is paid to NLLS.
3. **Unprotected** Leaves Without Pay
 - a. Anticipated Leave Without Pay – The Executive Director, in conjunction with the Department Manager, may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause so long as the time requested does not exceed twenty (20) working days. Otherwise, a written request must be submitted to the **Executive Director**. ~~NLLS Executive Committee for their approval before the intended leave is to commence.~~ It is understood that all vacation entitlement will be used prior to any leave without pay being granted and that satisfactory arrangements can be made for the performance of the employee's duties during such absence.
 - b. Emergent Leave Without Pay – The Executive Director, in conjunction with the Department Manager, has the authority to approve leave without pay for emergent situations, (i.e. illness in the family, extended compassionate leave, etc.). The Executive Director shall report to the NLLS Executive Committee all leaves granted under this policy.

4. Appendix F – ~~Maternity/Parental and Compassionate~~ Protected Leaves

5. Bereavement Leave

- a. The Northern Lights Library System recognizes the need for employees to have time to deal with the death of a family member.
- b. Bereavement leave with pay up to and including three (3) regularly scheduled consecutive work days shall be granted to all permanent and non-permanent employees who are required to carry out responsibilities incurred by the death of the employee's immediate family.
- c. The Northern Lights Library System may, in addition, grant up to two (2) day's leave with pay for the purposes of travel relating to the death of an immediate family member.
 - i. Travel leave will be granted if the employee must travel a sufficient distance involving the equivalent of ½ working day or more by air (one way); or if traveling time by vehicle involves the equivalent of one working day or more (one way). Traveling time by air may include time waiting for a flight and flight connections, and time required to travel to and from airports.
- d. A member of the immediate family is defined as:
 - i. A mother, father, mother-in-law, father-in-law,
 - ii. A brother, sister, brother-in-law, sister-in-law,
 - iii. A spouse or common-law spouse, including same sex partner
 - iv. A child, step-child or foster child
 - v. A grandparent or grandchild,
 - vi. A relative who is a member of the employee's household.
- e. Bereavement leave for any person not mentioned above may be granted at the discretion of the Executive Director. Additional bereavement leave (without pay) may be granted at the discretion of the Executive Director.

APPENDIX F – Protected Leaves



Northern Lights Library System

Human Resources Department

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0

780-724-2596 ext. 2110

All of the following job-protected leaves are unpaid.

- **Maternity/Parental Leave** - Maternity leave in Alberta consists of fifteen weeks' unpaid leave under the Code, at least six weeks of which must occur after the baby is born. An additional thirty-seven weeks' of unpaid parental leave is permitted under the Code. The thirty-seven weeks' of parental leave may be taken by the mother or the father, or divided between the two parents. Although maternity and parental leave are unpaid, certain benefits are available under the Employment Insurance (EI) Act of Canada
- **Compassionate Leave** – eligible employees can take up to 2 weeks of leave to care for gravely-ill family
- **Personal and Family Responsibility Leave** – A new unpaid leave will provide up to 5 days of job protection per year for personal sickness or short-term care of an immediate family member. Includes attending to personal emergencies and caregiving responsibilities related to education of a child.
- **Long-Term Illness and Injury Leave** – A new unpaid leave will provide up to 16 weeks of job protection per year for long-term personal sickness or injury. Medical certificate and reasonable notice will be required. This will align with the federal Employment Insurance program.
- **Bereavement Leave** – A new unpaid leave will provide up to 3 days of job protection per year for bereavement of an immediate family member.
- **Domestic Violence Leave** – A new unpaid leave will provide up to 10 days of job protection per year for employees addressing a situation of domestic violence.
- **Citizenship Ceremony Leave** – A new unpaid leave will provide up to a half-day of job protection for employees attending a citizenship ceremony.
- **Critical Illness of an Adult Family Member** – A new unpaid leave will provide up to 16 weeks of job protection for employees who take time off to care for an ill or injured adult family member. This will align with the federal Employment Insurance program.
- **Critical Illness of a Child** – A new unpaid leave will provide up to 36 weeks of job protection for parents of critically ill or injured children. This will align with the federal Employment Insurance program.
- **Death or disappearance of a Child** – A new unpaid leave will provide up to 52 weeks of job protection for employees whose child disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime. This will align with the federal Employment Insurance program.

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	6
Subject:	Sick/Personal Days and Short Term Disability	Revised Date:	Sept 21, 2019
			Sec 1, 1M Appendix G/H/I
		Reviewed:	July 10, 2019

SICK DAYS

1. Permanent full time employees with three (3) months service shall be allowed eighteen (18) days ~~sick leave~~ **sick/personal days** with pay each calendar year.
2. Any unused portion shall not be carried over to the next year.
3. Permanent and temporary employees with less than three (3) months service shall be allowed to draw ~~sick leave~~ **sick/personal days** to the extent that such leave has accumulated on a month-to-month basis at a rate of 1.5 days per month.
4. Any employee absent because of sickness should inform the immediate supervisor within the hour they are to report for duty.
5. A medical certificate is required for any sick leave beyond three (3) days.
6. ~~Sick days~~ **Sick/personal days** can be used for illness of an immediate family member of the employee and is charged against sick/**personal** day credits **available to the employee.** ~~(to a maximum of two consecutive days).~~
7. Management may request a **medical professional** **doctor's** note if misuse of this policy is suspected.
8. Each employee is entitled to a leave of absence with full pay for medical, dental and **mental wellness** appointments falling on a regular working day following notification of their supervisor. This time is to be deducted from accumulated sick/**personal** leave.
9. An employee is expected to inform their supervisor with a minimum of twenty-four (24) hours (unless emergency) of any ~~dental or medical~~ **medical, dental and mental wellness** appointments they have made.
10. Appendix G - Return to Work Commitment
11. Appendix H - Return to Work Letter
12. Appendix I – Functional Abilities Form

SHORT TERM DISABILITY/SICK PAY BENEFITS -(When not using Extended Health Plan program)

1. Employees who have completed three (3) months of continuous employment with NLLS and who suffer a non-occupational illness or injury which causes an absence from work may become entitled to receive short term disability/sick pay benefits up to a maximum, period of fifteen (15) weeks commencing on the date of disability.
2. Short term disability/sick pay benefits are shown in Table below and are calculated as:
 - a. One (1) week of regular base pay for each year of continuous employment with NLLS reducing to;
 - i. Sixty (60) % thereafter until the maximum benefit period of fifteen (15) week is reached.
 - b. Short term disability/sick pay benefits are NOT paid if;
 - i. The employee is not under the care of a licensed physician
 - ii. The illness or injury:
 - Is covered by Workers Compensation
 - Is intentionally self-inflicted
 - Results from war, service in the armed forces, or participation in a riot or disorderly conduct
 - Results from the commission of criminal offences
 - Occurs during a leave of absence
 - Results from the use of drugs or alcohol and the employee is not receiving continuing treatment for such use or is not compliant with medically-recommended treatment
3. The employee is
 - a. Engaged in employment outside of NLLS for a wage or profit
 - b. Not eligible for EI payments by reason of not being in Canada
 - c. Already receiving pay from NLLS for another reason during the period of illness or injury, such as vacation
 - d. Not compliant with medically-recommend treatment or fails to cooperate in providing medical information to NLLS, including participation in independent evaluation by medical and para-medical professional
 - e. Absent from work because of cosmetic plastic surgery, except where surgery is attributable to an illness or injury
4. Short term disability/sick pay benefits commence on the first day of absence provided that within seven (7) days of the first day of absence, the employee provided a certificate to NLLS that they are under the active care of a licensed health practitioner. Benefits are not paid beyond seven (7) days unless such a certificate is provided to NLLS.
5. An appropriate medical certificate must indicate that the employee is under the active care of a licensed health practitioner and indicate an estimated or expected return-to-

work date. The employee is required to comply with medical advice. If the required medical certificate is not received within the time limits, benefits payable under this policy will be discontinued until such a certificate is provided to the department manager or Executive Director.

6. Employee and ~~manager~~ **management** shall work together on **a** return to work schedule ~~and process~~ **based on medical professional recommendations.**
7. ~~Upon review of the employee's situation,~~ **In consultation with the employee,** the Executive Director will **make a recommendation to accommodate** ~~ensure~~ the appropriate leave or benefits are used to suit the employee's circumstances **based on the table below.**

TABLE A		
SCHEDULE OF SHORT TERM DISABILITY/SICK PAY BENEFITS		
Length of Continuous Service	Regular Pay (100%)	Reduced pay (60%)
3 months but less than 2 years	1 week	14 weeks
2 years but less than 3 years	2 weeks	13 weeks
3 years but less than 4 years	3 weeks	12 weeks
4 years but less than 5 years	4 weeks	11 weeks
5 years but less than 6 years	5 weeks	10 weeks
6 years but less than 7 years	6 weeks	9 weeks
7 years but less than 8 years	7 weeks	8 weeks
8 years but less than 9 years	8 weeks	7 weeks
9 years but less than 10 years	9 weeks	6 weeks
10 years but less than 11 years	10 weeks	5 weeks
11 years but less than 12 years	11 weeks	4 weeks
12 years but less than 13 years	12 weeks	3 weeks
13 years but less than 14 years	13 weeks	2 weeks
14 years but less than 15 years	14 weeks	1 weeks
15 years or more	15 weeks	0 weeks
Note that benefits will not be paid for more than seven (7) days unless an appropriate medical certificate is provided as required by this policy.		

APPENDIX G – Return to Work



RETURN TO WORK – STATEMENT OF COMMITMENT

Northern Lights Library System (NLLS) is committed to the prevention of workplace injury and/or illness. In the event of injury or illness, NLLS is committed to minimizing the impact of the injury and ensuring a safe, timely return to the workplace. NLLS is committed to a workplace program that is designed to assist employees to Stay at Work or Return to Work safely and in a timely manner, to assist with treatment and recovery and reduce time away from the workplace.

The program is:

- voluntary
- respectful of all employees
- flexible
- specifically designed for each employee's abilities
- individualized, with programs planned and documented with time lines.

Safe and timely Return to Work recognizes that while an employee cannot perform the full range of regular duties, meaningful, productive work can be performed.

We are committed to the principles of the program, and will work cooperatively towards the successful, safe Return to Work for all employees of the company.

Employee

Date: _____

NLLS Representative

Date: _____



Northern Lights Library System

Human Resources Department

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0

780-724-2596 ext. 2110

APPENDIX H - RETURN TO WORK LETTER

Employee Name:

Title:

Address:

Date:

Dear _____,

We look forward to your return to work from your leave of absence. Please be advised that we require a doctor's note stating your date of return to work along with a completed Functional Abilities Form (included).

Please have your doctor complete the included form to provide clearance to return to work and to state any applicable work restrictions (such as modified duties, or hours of work).

All documentation must be received no later than one week prior to your expected return to work.

If you require any further information about your return to work, please contact the Executive Director or the Human Resources department.

Sincerely,

NLLS Representative

Date: _____

Functional Abilities Assessment Form

A Worker's Information (completed by RTW Coordinator or employee)

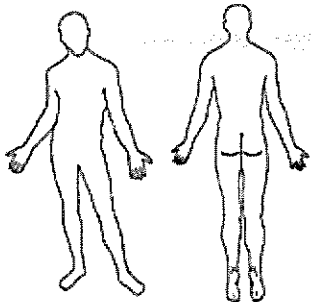
Employee's Surname [REDACTED]	First Name [REDACTED]	<input type="checkbox"/> Occupational <input type="checkbox"/> Non-Occupational	Date of Injury / Illness [REDACTED]	Unit [REDACTED]
Employee's Job Title [REDACTED]	RTW Coordinator Name Tel. No. ([REDACTED]) [REDACTED]		Today's Date [REDACTED]	
		Fax. No. ([REDACTED]) [REDACTED]		

It is the intention to assist our employees to safely return to their regular duties as soon as medically practical. In doing so, we are able to offer the employee modified duties as a means to transition to their regular duties. The following will assist in this process.

B Assessment (Part B, C and D to be completed by attending physician)

Due to injury or illness this employee has:	<input type="checkbox"/> Normal functional Abilities (Fit for Regular Duties) (No additional information needed. Please sign section E)	<input type="checkbox"/> Reduced Functional Abilities (Please complete Section C, D & sign section E)
---------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------

C Functional Abilities: (If unable to test, please estimate)

Step 1 Please circle the appropriate letter(s) & Body area(s) to indicate the affected area(s)	Step 2 Please indicate Reduced abilities	Step 3 Please indicate extent of abilities			Comments
 <p>A Systemic or Non-Physical B Head (incl. Vision, hearing, speech) C Neck D Upper back, chest, upper abdomen E Lower Back F Lower abdomen G Shoulder or upper arm H Elbow or lower arm I Wrist or hand J Hip or upper leg K Knee or lower leg L Ankle or foot M Respiratory/Aerobic</p>	Walk	Maximum Duration (hours): 1 2 4 5+ Other <input type="checkbox"/> Short distances only <input type="checkbox"/> No walking			
	Stand	Maximum Duration (hours): 1 2 4 5+ Other			
	Sit	Maximum Duration (hours): 1 2 4 5+ Other			
	Lift/Carry	Occasionally	Weight (kg)	< 9kg	
	Floor - waist		21 16 9	Specify	
	Waist - shoulder		21 16 9		
	Above shoulder		21 16 9		
	Bend/Twist	Occasionally	Not at all	Specify	
	Neck				
	Back				
	Push/pull	Occasionally	Not at all	Specify	
	Moderate load				
	Light load				
	Climb	Occasionally	Not at all	Specify	
	Flight of stairs				
Few steps					
Reach	Occasionally	Not at all	Specify		
Above shoulder					
Below shoulder					
Use Hands For:	Occasionally	Not at all	Specify		
Writing	L R	L R			
Typing	L R	L R			
Fine manipulation	L R	L R			
Grasping	L R	L R			
Sensory	To See	To Hear	To Speak	To Maintain Balance	
Specify:					
Operate Equipment	Specify:				
Hours of Work	Specify: Normal hours or graduated RTW?				
Prescription medication	Will it affect ability to work/drive:				

Other Comments/Instructions (NO DIAGNOSIS OR TREATMENT):

D Normal functional abilities may resume in:	1-3 days	4-7 days	8-14 days	Specify:
*Other: Employee is not medically fit for regular duties, will require periodic reassessments for effective rehabilitation.				Scheduled reassessment date for:

This authorizes my attending physician to provide the information requested above to Northern Lights Library System	Employee's Signature:	Date:
-------------------------------------------------------------------------------------------------------------------------------	-----------------------	-------

E Physician's name & address:	Physician's Signature:
	Physician's Telephone No:
	Date:

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Performance Management	Revised Date:	Sept 21, 2019
			Sec 1, 1P
		Reviewed:	July 10, 2019

PERFORMANCE MANAGEMENT

1. Performance reviews
2. Performance Evaluation form
 - a. A performance review of each employee's performance will be conducted annually at a time and date agreed upon by the Department Manager and the employee. Performance reviews take place during the probationary period (third month) and once per year (anniversary of commencement of employment or end of year).
 - b. The performance review shall involve a review of the employee's job description, a review of the goals set during the previous appraisal, and the setting of new goals for the coming year. The performance review will take into account the employee's ability to perform the tasks listed in the job description and the completion of goals set. The performance review process will allow for employee input and collaboration.
 - c. A copy of the signed performance review shall be placed in the employee's confidential personnel file.
3. Employee Discipline
 - a. Penalty for Non-compliance
 - i. Any employee who contravenes any section of the NLLS policy and procedure handbook may be subject to disciplinary action:
 - Verbal or written warning;
 - a. Verbal will be noted to file
 - b. Suspension
 - c. Dismissal or
 - d. Such other action or penalty as may be appropriate and permitted by law under the circumstances.
4. Employee Conduct and Disciplinary Action
 - a. Managers, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
 - b. ~~Where there are perceived~~ **Documented** performance problems **or unprofessional conduct may result in** a progressive form of discipline ranging from minor to severe. ~~is recommended~~. Each notice or warning should clearly

indicate the potential consequences should the undesirable behavior continue or recur.

- c. While an incident of sufficient seriousness may warrant immediate dismissal, NLLS policy is to adhere to the following disciplinary procedures
 - i. Verbal Warning - counseling with clear communication regarding ~~undesirable~~ **unprofessional** behavior. Documented and initialled and placed in an employee's personnel file.
 - Verbal warnings will be excused from the employee(s) ~~file~~ **record** after 365 days but retained in the file.
 - **Work suspension may be included with or without pay**
 - ii. **Written Warning (1)** - a direct notice to cease and discontinue ~~undesirable~~ **unprofessional** activity. Documented and initialled and placed in an employee's personnel file. 30-60-90 day review follow up.
 - **Written warnings will stay in the employee(s) file indefinitely however after three (3) years they will not count towards employee progressive discipline.**
 - **Work suspension may be included with or without pay**
 - iii. Written Warning (2) - a formal discipline notice with a meeting with employee, Executive Director and Human Resources to decide specific changes required with time frame review.
 - Documented and initialled and placed in an employee's personnel file.
 - **Work suspension may be included with or without pay**
 - iv. **Three (3) written warnings within one (1) year may be grounds for termination.**
 - v. **Any documentation regarding harassment or serious safety violations will stay in employee(s) file indefinitely and can be applied towards employee progressive discipline.**
 - vi. Further action up to and including termination may be required.
5. The Executive Director of NLLS may be consulted at any time during the action and must be consulted regarding termination in the event that legal counsel needs to be obtained.

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13, 2017
Chapter:	Code of Ethics	Page(s):	2
Subject:	GRIEVANCES	Revised Date:	Mar 2, 2019
			Sec 1, 3Q Appendix W
		Reviewed:	Jan 30, 2019

GRIEVANCES

1. Grievances are to be addressed through the appropriate channels as follows:
 - a. Supervisor and/or Department Manager
 - b. Executive Director
 - c. Chair of the Grievance Committee
 - d. The Executive Committee of the Northern Lights Library System Board excluding the Vice Chair
2. Grievance Committee makeup will consist of five (5) members:
 - a. NLLS Vice Chair
 - b. Four (4) Members of the NLLS Board (one from each zone/non-Executive)
 - c. Each Zone shall appoint an alternate.
3. The Chair of the Committee will be chosen from among the five (5) members with voting rights and may or may not be NLLS Vice Chair.
4. A grievance is a dispute, disagreement or difference arising from the interpretation of NLLS Policy between employee(s) and the employer. A terminated employee or an employee who has voluntarily resigned may not submit a grievance under this Policy.
5. Personnel having a grievance shall first meet and discuss the matter with their supervisor. If the issue is not resolved, the employee shall notify the Executive Director in writing within five (5) working days of the meeting.
6. The grieving employee(s), the supervisor, and the Executive Director shall discuss the written grievance. The decision of the Executive Director shall be given in writing to the employee(s) and the Supervisor within five (5) working days of the date of the meeting.
7. If the employee(s) is not satisfied with the decision of the Executive Director, the written grievance may be submitted to the Chair of the Grievance Committee by the

employee(s) within ten (10) working days of receiving the Executive Director's response. The Executive Director will prepare a report on the grievance submitted and the results of the previous meetings and will submit it, along with any written statement of the employee(s), to the Chair of the Grievance Committee for consideration. The Grievance Committee to hear the grievance and shall respond to the employee(s) in writing within ten (10) working days.

8. The Executive Committee of the Board is designated as the final Appeals Committee. The employee(s) shall have ten (10) working days after receiving the decision of the Grievance Committee to request that the grievance be presented to the Executive Committee of the Board. The Chair of the Grievance Committee and the Executive Director will prepare a history of the grievance and present it to the Executive Committee of the Board for consideration. The Executive Committee of the Board shall render a decision on the grievance with or without a hearing within fifteen (15) working days of considering the grievance. When the Executive Committee of the Board has rendered its decision the Executive Director will submit the decision to the employee(s). The decision of the Executive Committee of the Board is final and binding.
9. The employee(s) has the right to request to the Executive Director to have a committee member to abstain if they have a conflict of interest with the grievance at hand or are the subject of the grievance.
10. Grievance against the Executive Director see, Whistleblower Policy

NLLS Executive Board Chair

Mar 2, 2019
Date of Approval



Employee Grievance Form

Grievant Information

Employee Name: _____ Date: _____

Job Title: _____ Date of Hire: _____

Home Mailing Address: _____

Work Mailing Address: _____

Date, time and place of event leading to grievance:

Detailed account of occurrence (include names of persons involved, if any):

Please state policies, procedures, or guidelines that you feel have been violated:

Proposed solution to grievance:

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are filing a grievance, and any information on this form is truthful.

Employee Signature

Date

Received by

Date

Retain in file

Date

Appendix T – Reporting Form

GENERAL REPORTING FORM

Date of Event: _____ Name of Event: _____
Board/Committee Name: _____

Give a brief description of event, conference, session to report back to Executive Committee:

Recommendations if any:

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 5, 2018
Chapter:	Vision and Policy Statements	Page(s):	3
Subject:	Committees of the Board	Revised Date:	Sept 21, 2019
			Sec 2, 1H Appendix T
		Reviewed:	July 10, 2019

COMMITTEES OF THE BOARD

1. The Northern Lights Library System Board shall appoint members of all committees at the Annual Organization Meeting.
2. Wherever possible the committees will have equal representation of one (1) member from each of the zones. (As listed in D. Role of the Executive) Appointed zone member may or may not be the zone rep on the executive, depending on the terms of reference for the committee, and shall be appointed by a vote of the members of that zone.
Where a fifth (5) member is required, that member shall be appointed from and by the general membership.
3. All committees shall ensure that minutes are recorded and distributed to the Executive to be presented to the Board where appropriate. Committee reports shall be made by the committee chair or designate at all regular meetings. *Appendix T- General Reporting Form*
4. Committees of the NLLS Board are:
 - a. Executive Committee- up to 10 members
 - b. Grievance Committee - 5 members
 - c. Budget Committee –5 members
 - d. Building & Equipment Committee- 5 members
 - e. Policy Committee- 5 members
 - f. Plan of Service Committee – 5 members (every 3 years) annually to review
 - g. Executive Director Evaluation Committee - 3 members
 - h. Advocacy Committee – 5 members
5. The NLLS Board may appoint ad-hoc committees of one or more members. A standing committee may strike a sub-committee of the standing committee.

6. All committees, with the exception of the Executive Committee, have advisory powers only.
7. Agenda Additions are to be vetted for FOIPP concerns by the Committee Chair and the Executive Director prior to the meeting. FOIPP items will then be addressed in closed session.
8. Mandate statements of standing committees shall be approved by the Northern Lights Library System Board.
9. The Board Chair is not ex officio, and not required to attend committees, however can attend without compensation.
10. In the event of a municipal election year, any person elected to any committee(s) will hold that position for two years plus or minus the difference between the next staggered zone election.
11. Any, and all, members sitting on any NLLS committees must attend all meetings; members who miss two (2) consecutive meetings will be removed from the committee and new representation from your zone or an at large member will be required. Absence(s) must be approved by the committee chair. Member(s) are required to provide notification of attendance.
12. All committee meetings will require an attendance sheet and minutes. Minutes to be distributed to all members of the Executive Committee after meeting.

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	Mar 2, 2019
Chapter:	General	Page(s):	1
Subject:	PLSB Grant Money	Revised Date:	Sept 21, 2019
	(Operational & Rural Services)		Sec 3, 1M
		Review Date:	July 10, 2019

PLSB GRANT MONEY

NLLS will administer the distribution of **the Rural Services Grant** funds each year to those libraries without a library board **subject to provincial funding and availability**.

Each year the County and M.D.'s will give NLLS direction on percentage of disbursement to those with multiple libraries.

Administration fee of 1% to be removed upon receipt of the Rural Services Grant from Public Libraries Services Branch (PLSB) to compensate for the management of funds.

Review of this administration fee to be done on an annual basis.

NLLS to release Board of Record funds (Rural Services Grant) and disburse **up to 50%** to libraries no later than August 31 of each year providing **NLLS** funds are available.

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13 2017
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Board Honoraria and Expenses	Revised Date:	Sept 21, 2019
			Sec 2, 1l
		Reviewed:	July 10, 2019

BOARD HONORARIA AND EXPENSES

1. Northern Lights Library System does not pay honoraria for attendance at regular Board meetings.
2. Northern Lights Library System pays an honorarium to Board authorized members for attending committee meetings
3. Northern Lights Library System reimburses Board authorized members for expenses when attending committee meetings and other Board authorized functions including conferences.
4. Northern Lights Library System Board members' expenses shall be reimbursed as follows:
 - a. Meals and mileage
 - b. Mileage will be set from Municipality Office to NLLS Headquarters.
 - c. Mileage rates are set by current year provincial rates.
 - d. Must be reported on the approved claim form
5. Original receipts must be provided for all meals
 - a. Accommodation
 - b. Original receipts required for accommodation
 - c. Other documents that may be referred to include:
 - d. Northern Lights Library System Agreement,
 - e. Northern Lights Library System Board Policies,
 - f. Libraries Act/Regulations,
 - g. Guidelines for Completion of the Non-Public Servant Travel Expense Account Form.
6. The Executive Committee shall review this policy annually.

7. NLLS will remunerate committee members as follows:

	Payment Amount
Executive Committee	\$100.00
Board Standing Committee	\$100.00
Board Ad Hoc Committee	\$100.00
Regular Board Meeting	\$ 0.00
Committee Chairs	\$150.00

8. When multiple paid meetings occur in the same day there will be a maximum of \$250.00 paid out for meetings.

RECOGNITION – BOARD CHAIR

1. Honorarium of \$100.00 per month for the Board Chair received at the end of the term to be paid annually at AGM or as required.
2. NLLS will pay expenses for the Board Chair or their designate to attend the Alberta Library Conference.
3. NLLS does not pay for daily attendance or for meetings at Alberta Library Conference.
4. Timesheet submission accompanied with “Board Chair Request communication” for additional committee meeting attendance outside Board Chair regular duties will be paid out to Board Chair upon Executive Committee approval.
5. General Expenses and mileage submission for additional committee meeting attendance and expenses outside Board Chair regular duties will be paid out to Board Chair upon Executive Committee approval.

#4

Terms of Reference

NEW

*Procedural Bylaw - working .
Still to come*

TERMS OF REFERENCE			
POLICY COMMITTEE			
		Review Date:	Sept 21, 2019

MANDATE

The purpose of the Policy Review Committee of the NLLS Board of Directors is to strengthen the Board's role in understand and leading policy governance of the Northern Lights Library System (NLLS)

RESPONSIBILITIES

To assist the board of Directors with monitoring the policy guidelines of NLLS and to facilitate the Board's understanding of policy governance.

To review and recommend for approval to the Board of Directors new and/or revised governance policies as required or recommended.

To review and recommend for approval to the Board of Directors the annual schedule for policy review with a three (3) year framework to ensure an ongoing process of policy review.

To review and recommend for approval to the NLLS Board of Directors direction and best practices applicable to the various Alberta Legislation and Standards specifically including the Alberta Libraries Act and the Alberta Library Legislation.

MEMBERSHIP

The NLLS Board of Directors shall appoint five (5) members to the Policy Committee as per policy Sec 2, 1H Committee of the Board.

The Policy Committee shall appoint the Chair.

The Executive Director and Administration personnel will serve as support and resource, they shall take minutes of each meeting.

REPORTING

Meeting minutes shall be forwarded to the Executive Committee and Board of Directors

Recommendations for all policy are to be forward to Executive Committee for approval to submit for approval by the NLLS Board of Directors.

All polices are on a one (1) year review cycle.

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

TERMS OF REFERENCE			
BUDGET COMMITTEE			
		Review Date:	Sept 21, 2019

MANDATE

The purpose of the Budget Committee of the NLLS Board of Directors is to provide oversight of the budget process and make recommendations regarding budget priorities and allocation to the NLLS Board of Directors.

RESPONSIBILITIES

The Budget Committee shall provide oversight and where appropriate review and make recommendations to the NLLS Board of Directors on financial sustainability.

The Budget Committee shall make the necessary inquiries to assess the trends and projections in demand for services, in capacity to provide needed services, and in costs to provide the services as well as to assess the expected outputs and outcomes as per the legislated Plan of Service.

Specifically, the Budget Committee shall review the following matters:

- (a) the planning and performance of management with respect to improving the financial sustainability of the organization;
- (b) reports regarding trends affecting NLLS and the multi-year implications of those trends on finances and property;
- (c) reports comparing NLLS financial performance with other jurisdictions;
- (d) opportunities to increase revenues including grants, levies, recoveries, and donations;
- (e) opportunities to reduce expenses through improving business process efficiencies and operational effectiveness;
- (f) identification and management of financial risks, including budget forecasts and budget management strategies, which may jeopardize the achievement of the Plan of Service;
- (g) the Plan of Service and operational sustainability of NLLS.

MEMBERSHIP

The NLLS Board of Directors shall appoint five (5) members to the Policy Committee as per policy Sec 2, 1H Committee of the Board.

The Budget Committee shall appoint the Chair.

The Executive Director and Administration personnel will serve as support and resource, they shall take minutes of each meeting.

REPORTING

Meeting minutes shall be forwarded to the Executive Committee and Board of Directors
Recommendations for the annual budget are to be forwarded to Executive Committee for
approval to submit for final approval by the NLLS Board of Directors.

NLLS Executive Board Chair

Sept 21, 2019
Date of Approval

Northern Lights Library System					
Comparative Income Statement - Comparative Income Statement - YTD to Last Year					
	Actual 01/01/2018 to 07/17/2018	Actual 01/01/2019 to 07/17/2019	% of Budget left	Budget	
REVENUE					
Levies - Municipalities	1,188,119.01	1,207,726.50	0%	\$1,206,753.71	
Levies - Library Boards	566,486.31	576,285.00	0%	\$575,424.95	
Prov. Operating Grant	0.00	0.00	100%	\$813,278.60	
Prov. Rural Services Grant	0.00	0.00	100%	\$340,242.75	
Indigenous Grant	0.00	0.00	100%	\$160,000.00	
Deferred Allotment	-167,111.88	-244,608.09			
Travel Grants	144.79	776.09	48%	\$1,500.00	
Non Resident Fees	850.00	800.00	33%	\$1,200.00	
Sales - Misc.	5,624.65	4,564.38	54%	\$10,000.00	
Sales Office Supplies-Resale	85,614.41	91,289.17	39%	\$150,000.00	
Other Revenue General	-58.40	160.39			
Sales-WRP/SRP	2,021.77	952.45	68%	\$3,000.00	
Interest earned	18,864.52	22,494.61	25%	\$30,000.00	
Myrnam Revenue	0.00	0.00	100%	\$10,000.00	
TOTAL REVENUE	1,700,555.18	1,660,440.50			
EXPENSE					
Staff Expenses					
Staff Salaries	568,824.05	587,299.46	52%	\$1,227,000.00	
El Expense	10,746.52	11,121.52			
C.P.P. Expense	24,838.47	27,937.80			
Group Life	0.00	0.00			
Extended Health Expense	12,040.44	13,754.28			
Dental Expense	9,767.58	10,176.40			
W.C.B. Expense	692.97	1,815.14			
Expenses Sub Total	58,085.98	64,805.14	57%	\$150,000.00	
TOTAL - GENERAL PAYROLL EXPENSES	626,910.03	652,104.60			
Other Staff Costs					
NLLS PD Training (Shared)	10,539.53	6,588.14	71%	\$23,000.00	
Conference Fees (Shared)	4,271.80	7,536.15	0%	\$7,500.00	
Hotel and Accommodations (Shared)	20,953.69	15,229.06	39%	\$25,000.00	
Meals when Travelling (Shared)	4,473.77	2,042.38	66%	\$6,000.00	
Travel Costs (Shared)	3,991.23	6,635.44	45%	\$12,000.00	
Site Visits (Shared)	1,264.05	1,401.41	84%	\$9,000.00	
Staff Recruitment	289.74	2,954.61	-491%	\$500.00	
Human Resource Tools	0.00	69.95	90%	\$700.00	
Charge for Reimbursement Costs	0.00	0.00			
Total Other Staff Costs	45,783.81	42,457.14			
Book Allotment					
Total Collection Development	219,491.12	196,320.41			
Library Services					
System Collections	12,783.65	4,200.00	79%	\$20,000.00	
Indigenous Expenses	40,031.11	22,184.41	86%	\$160,000.00	
ILL Service Supplies	1,606.38	929.05	81%	\$5,000.00	
Bibs Service Supplies	772.26	2,553.97	-70%	\$1,500.00	
Shipping & Freight	938.74	1,235.69	18%	\$1,500.00	
Catalog Process Forms Suppl	2,905.32	7,474.40	7%	\$8,000.00	
Assistive Technologies IT	47.24	8,169.88	46%	\$15,000.00	
Fortigate - Libraries IT	0.00	31,154.61	-6%	\$29,500.00	
Computer Replacement Program IT	10,780.91	13,015.30	46%	\$24,000.00	
Web Hosting IT	17,519.00	17,047.00	12%	\$19,400.00	
Library Assistance Software IT	1,699.15	2,348.84	77%	\$10,000.00	
Server Software IT	11.00	2,606.35	87%	\$20,000.00	
Computer Software IT	1,544.45	4,493.73	31%	\$6,500.00	
Emerging Technology IT	759.98	13,184.05	-32%	\$10,000.00	
ACSI Managed Services	0.00	0.00	100%	\$35,000.00	
TRAC	99,974.00	104,661.00	0%	\$105,000.00	
Internet Service Fees IT	10,896.67	1,560.00	91%	\$18,000.00	
e Resources Books on Line	13,398.84	0.00	100%	\$60,000.00	
NLLS Annual Conference/Workshops PS	1,180.36	890.95	96%	\$20,000.00	
Library Managers Council PS	9,142.91	8,800.96	51%	\$18,000.00	
Library Programming PS	7,958.23	17,848.41	29%	\$25,000.00	
Postage/Courier	983.75	1,257.96	-26%	\$1,000.00	
Coll. Dev. Shipping/ILL BS	238.08	417.53	16%	\$500.00	
Vehicle Expense BS	3,722.10	5,147.70	36%	\$8,000.00	
Vehicle Fuel BS	17,857.42	16,325.99	57%	\$38,000.00	
Online Databases PS	41,532.96	72,158.88	15%	\$85,000.00	
Myrnam-Operating expenses	435.74	2,852.25	71%	\$10,000.00	
Board Travel	13,458.87	16,985.13	47%	\$32,000.00	
Board Food and Beverages	2,602.79	3,035.71	39%	\$5,000.00	
Board Conference/Education	1,328.57	7,029.46	-17%	\$6,000.00	
Special Events (Board)	345.66	5,531.90	54%	\$12,000.00	
Board Committee Meetings	5,550.00	11,928.40	1%	\$12,000.00	
Special Events (Admin)	-75.00	1,164.53	77%	\$5,000.00	
NLLS Hosting	1,532.40	74.86	95%	\$1,500.00	
Office Equipment/Software Admin	707.87	195.25	97%	\$7,000.00	
Photocopier (Admin)	6,254.43	6,431.09	57%	\$15,000.00	
Professional & Legal Fees	1,305.70	4,069.20	-63%	\$2,500.00	
Marketing	6,987.58	2,052.16	86%	\$15,000.00	
Audit Costs	10,774.69	14,836.67	-14%	\$13,000.00	
Bank Charges	538.67	696.91	30%	\$1,000.00	
TAL-The Alberta Library Membership	0.00	8,454.82	1%	\$8,500.00	
Insurance	10,702.70	10,491.67	5%	\$11,000.00	
Subscriptions (Admin)	2,823.82	2,002.65	-34%	\$1,500.00	
NLLS Memberships (Shared)	10,297.47	970.49	83%	\$5,700.00	
Resale Supplies & General Rebills	105,667.75	108,453.59	28%	\$150,000.00	
Office Supplies (Admin)	8,392.84	5,569.09	30%	\$8,000.00	
Telecommunications (Shared)	7,593.60	8,501.13	47%	\$16,000.00	
General Maintenance/Contracts	0.00	65,200.00			
Building Maintenance	12,542.16	5,852.47	61%	\$15,000.00	
Janitorial/Caretaking/Landscaping	16,065.97	16,162.62	35%	\$25,000.00	
Health & Safety	1,339.80	1,548.52	38%	\$2,500.00	
Utilities	13,527.13	14,665.55	48%	\$28,000.00	
Total Expenses	538,985.72	684,422.78			
TOTAL EXPENSE	1,431,170.68	1,575,304.93			
NET INCOME	269,384.50	85,135.57			
Generated On: 07/17/2019					