

HR-01	HUMAN RESOURCE VALUES & INTERPRETATION		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

1. PURPOSE

To outline the values the Library holds to foster a supported and empowered staff, and set out interpretations of terms which shall apply in all human resource policies.

2. SCOPE

This policy applies to the Library Board and the Chief Librarian.

3. DEFINITIONS

Nil.

4. SUPPORTING & EMPOWERING STAFF

- a. The Library Board expressly values as a foundational strength of excellent library service its supported and empowered staff. As such, the Board instructs the Chief Librarian to support and empower employees through staff engagement, collegial relations, job enrichment opportunities and training, and to utilize best-practice personnel processes and services so that the Library is experienced as a caring and responsible employer of choice.
- b. The Library Board ensures its human resource policy development is in alignment with this value. The Chief Librarian ensures the Library's personnel practices and procedures are in alignment with this value.

5. LEGAL STRUCTURE

- a. All human resource policies are formulated with full regard to the *Employment Standards Act* and associated regulations.

6. INTERPRETATION

- a. For the purposes of the human resource policies, the following terms shall have the following meanings.
 - ◆ **Accommodation** – See Policy HR-32 Disability Management.
 - ◆ **Bullying & Harassment** – See Policy HR-37 Respect in the Workplace.
 - ◆ **Casual Employee** – An employee who has no regularly scheduled hours of work but is called in to work periodically at the request of the supervisor.
 - ◆ **Cleaning**– See Policy HR-38 Communicable Disease Prevention.
 - ◆ **Communicable Disease** – See Policy HR-38 Communicable Disease Prevention.
 - ◆ **Conflict of Interest** – See Policy HR-03 Conflict of Interest.
 - ◆ **COVID-19** – See Policy HR-38 Communicable Disease Prevention.
 - ◆ **Critical Incident** – See Policy HR-33 Critical Incidents.
 - ◆ **Disability** – See Policy HR-32 Disability Management.
 - ◆ **Discrimination** – See Policy HR-37 Respect in the Workplace.
 - ◆ **Disinfection**– See Policy HR-38 Communicable Disease Prevention.
 - ◆ **Disrespectful Behaviour** – See Policy HR-37 Respect in the Workplace.

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- ◆ **Drug(s)** – See Policy HR-31 Substance Use.
- ◆ **Duty to Accommodate** – See Policy HR-32 Disability Management.
- ◆ **Full-Time Employee** – An employee engaged to work on an established regular schedule of 35 hours per week.
- ◆ **Immediate Family** – A member of the immediate family is defined as a: spouse (including common-law), parent (including step, common-law, in-law), child (including step, common-law), sibling (including step, common-law, in-law), grandparent (including step, common-law, in-law), grandchild (including step, common-law), legal ward.
- ◆ **Impaired or Impairment** – See Policy HR-31 Substance Use.
- ◆ **Leave Coverage Shift** – See Policy HR-23 Vacation Leave.
- ◆ **Library Property** – See Policy HR-31 Substance Use.
- ◆ **On-Call Employee** – An employee who is included on the on-call list maintained by the Chief Librarian.
- ◆ **Part-Time Employee** – An employee engaged to work on an established regular schedule of less than 35 hours per week.
- ◆ **Personnel Liaison** – A member of the Library Board appointed annually to maintain oversight of the application of the Library’s human resource policies.
- ◆ **Public Service Points** – See Policy HR-35 Minimum Staffing Levels.
- ◆ **Public Services** – See Policy HR-35 Minimum Staffing Levels.
- ◆ **Regular Employee** – Any full or part-time employee who is engaged to work on an established regular schedule for an indefinite period of time.
- ◆ **Relative** – See Policy HR-10 Recruitment & Hiring.
- ◆ **Respectful Conduct** – See Policy HR-37 Respect in the Workplace.
- ◆ **Substance Use Disorder** – See Policy HR-31 Substance Use.
- ◆ **Temporary Employee** – An employee engaged to work for a definite and limited period of time, which may be extended or curtailed by circumstances unforeseen at the time of hiring, and is so advised at time of hire. This includes positions funded through grants.
- ◆ **Unsatisfactory Performance** – See Policy HR-16 Disciplinary Action, Termination & Resignation.
- ◆ **Working Hours** – See Policy HR-31 Substance Use.

RELATED POLICIES

GP-04 Library Board Committees