

Purpose and Scope

Burlington Public Library (BPL) is committed to providing a values-centered, high performance culture, which provides a mutually respectful, inclusive, and safe workplace, free of harassment and workplace violence for all Employees, stakeholders, and Volunteers.

BPL is committed to providing an environment that respects the dignity and basic human rights of everyone. It subscribes to a policy of non-discrimination in employment practices and freedom from all forms of harassment, including sexual harassment.

The CEO shall ensure that all human resources policies and practices comply with applicable legislation and are made available to all employees.

In accordance with the Ontario Human Rights Code, BPL extends equal employment opportunities to all individuals. Equal employment opportunities apply in all aspects of employment including recruitment, hiring, training, transfer, promotion, compensation, and termination of employment. Link to [Human Rights Commission](http://www.ohrc.on.ca/en)
<http://www.ohrc.on.ca/en>

BPL managers and supervisors ensure a safe and healthy working environment is maintained for all employees. All employees are expected to comply with the provisions of all relevant health and safety legislation and the BPL's health and safety program and work in a manner that protects themselves and others from occupational injury. Link to [Ontario Health & Safety](https://www.labour.gov.on.ca/english/hs/) <https://www.labour.gov.on.ca/english/hs/>

Employee records including any information regarding an employee's health and/or disabilities are treated as strictly confidential, unless the employee provides written consent for the release. No information which infringes upon an employee's right of privacy is given out. Link to [PIPEDA](https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/) <https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>

Job Evaluation and Classification

BPL classifies positions on the principles of job evaluation. Job value is determined based on the knowledge, skill, effort, responsibility, and working conditions required by positions. Changes to the job evaluation system and structure require Board approval.

Hiring Practices

The Library is dedicated to recruiting and retaining a qualified workforce. By valuing a diverse workforce, BPL is committed to hiring practices that are fair and equitable. BPL will always hire the most qualified candidate for a position. We will ensure that the search and hiring process is fair, inclusive, and equitable, so the job-related qualifications of each candidate are the only criteria upon which a hiring or promotion decision is made.

BPL will not tolerate acts of favoritism or discrimination in the selection process. City elected officials, appointed officers or employees of the Library or the City shall not attempt to influence the hiring of any applicant.

All employees are hired with a probationary period. Regular full or part time employment will be contingent upon the successful completion of the established probationary period for the position.

Diversity, Equity and Inclusion in the Workplace

BPL is dedicated to providing an atmosphere free from barriers in order to promote equity, inclusion, and diversity. We celebrate and welcome the diversity of all employees, volunteers, stakeholders, and applicants. It is the policy of BPL to foster an environment that respects people's dignity, ideas, and beliefs thereby ensuring equity, inclusion, and diversity in employment. We demonstrate our commitment to this by providing a supportive work environment and a corporate culture that welcomes and encourages equal opportunities for all employees.

BPL has specific policies in place to prevent any discrimination on the basis of the protected grounds in any employment, stakeholder, volunteer, or applicant matter. As such, BPL is dedicated to promoting diversity, equity, and inclusion in the workplace.

BPL will ensure that accommodations are made for individuals who require them. Individuals are encouraged to let Burlington Public Library management know of any accommodations that should be made.

Accessibility in the Workplace

BPL is committed to providing a barrier-free environment for all employees and job applicants. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. Link to [AODA](https://www.aoda.ca/the-act/) <https://www.aoda.ca/the-act/>

The Library understands that we have a responsibility for ensuring a safe, inclusive, dignified, and welcoming environment for everyone. We are committed to ensuring our organization's compliance by incorporating accessibility legislation into our policies, procedures, equipment requirements, training, and best practices. We will review these policies and practices annually, as organizational changes occur, or in anticipation of compliance deadlines. In addition, we will strive to meet accommodations in a timely and effective manner.

Employment of Relatives

Burlington Public Library attempts to prevent a conflict of interest or the appearance of a conflict of interest through employment of relatives in keeping with the Ontario Human Rights Code.

Relative, for the purpose of this policy, shall include spouse, partner, parent, grandparent, sibling, (grand) children, aunt, uncle, niece, nephew, or any of the above related by marriage or common-law relationship.

Relatives of Library Board Members or staff will not be hired for a position in the same branch or department in which the related employee works.

Relatives will not be hired where the potential employee would be subject, directly or indirectly, to the supervisory control and/or is able to influence the working relationship of a relative. Examples of influence include, but are not limited to, the following:

- participating in an employment panel
- participating in the areas of compensation and benefits
- hiring, promotion decisions
- approving expenses or overtime
- discipline, participate in a complaint or grievance process, termination
- having access to confidential information, which may be of interest to the related employee

Conformity with this policy requires that family relationships defined in this policy must be identified through the hiring process.

Relationships that develop after employees are hired are exempt from this provision. Where a change in an employee's employment or marital status conflicts with this policy, the Manager, Human Resources and the applicable Manager will work with the employee to explore options necessary and eliminate the conflict.

This policy is effective January 1, 2005 and will not be retroactive. Any conflicts which existed prior to Library Board approval of this policy, where no real or perceived problems have been experienced in the working relationship are exempt.

Compensation

Burlington Public Library is committed to a comprehensive compensation strategy that attracts, retains and appropriately rewards employees for their contributions to the library's goals. Job rates and benefit plans will be established based on regular surveys of the library's comparator groups.

The CEO shall:

- Oversee the compensation practices of Burlington Public Library
- Oversee the administration of the Library's compensation and benefits programs for employees

Staff Development and Orientation

The Library aims to provide a comprehensive program for staff orientation, onboarding, learning, training and development in order to encourage an experienced, skilled, professional, and service-oriented work force.

Performance Assessments

The Library ensures that regular feedback, coaching, and support are provided to all employees to help them meet or exceed performance expectations. This includes regular performance assessments completed prior to the end of probationary periods and quarterly thereafter.

The CEO shall:

- Review the performance and development of the Senior Management team in achieving corporate goals and objectives
- Ensure the performance and development of Library staff is completed in achieving the Library's goals and objectives.

Performance Issues

Except in cases where immediate termination of employment is justified, corrective or disciplinary measures are progressive. In matters of performance, employees will be informed of specific problem areas, standards of performance required, how to correct performance, deadlines for improvement, and action to be taken should performance not improve. Employees will be given coaching, support assistance, and opportunities to improve.

Willful misconduct or neglect of duty that is detrimental to the Library, its customers or staff, such as theft of library funds or property, may result in immediate termination of employment as well as other actions, if warranted.

The CEO will review all severance agreements and terminations in advance to determine if approval is granted.

Layoff

The Library is committed to the fair treatment of staff whose jobs are affected by economic or other non-controllable changes. In the event that it becomes necessary to displace a regular full-time or part-time employee for reasons of economic restraint or organizational change, consideration will be given to transferring the employee into an available vacant position of comparable responsibility provided the employee is qualified.

Volunteers

Burlington Public Library supports an active volunteer program in recognition of the valuable contributions this group can make in the delivery of the Library's services.

Volunteer opportunities will be considered in terms of the Library's needs and ability to provide the necessary space, supervision, and appropriate workplace conditions. The Library will consider requests from school Boards and other educational institutions for co-operative placements, as well as applications from the community. Volunteers are provided with an orientation session, training, feedback, and tools to perform their tasks.

Volunteers are required to complete an application and recruitment process which may require completion of a criminal record check. Volunteers are required to respect the policies and procedures of the Library. All volunteers have a formal evaluation at the end of their term or annually. The generous service of volunteers is recognized annually by the Library.

Communication

The Chief Executive Officer and Library Managers will maintain positive staff relations through clearly defined lines of communication, vehicles for exchanging information, and conflict resolution procedures.

The Chief Executive Officer and Library Managers will develop and maintain employee handbooks for all staff detailing current human resources policy and procedures.

To clarify responsibilities:

	Board Responsibilities	CEO Responsibilities
CEO selection	Hires CEO	
Board-CEO Relationship	Builds a strong relationship that recognizes board authority and respects CEO expertise and development	Builds a strong relationship that recognizes board authority and respects CEO expertise and development
Staff Selection	CEO	Oversees the hiring and direction of all staff adhering to legislation and human resources policies.
Performance Assessments	Evaluates CEO performance semi-annually	Ensures that performance assessments are conducted for all staff and volunteers
Salary and Compensation	Approves	Oversees the administration of compensation and benefits for all employees.
Succession management	Ensures there is a provision for succession management for the CEO position.	Oversees the succession management for key roles in the Library.

Legislation

In the event that any portion of this Policy is inconsistent with applicable federal or provincial legislation, that portion and only that portion of the Policy shall have no application to the extent of that inconsistency. All other portions of the Policy shall continue in full force and effect.

Effective Date:	Projected Review Date: 2023
Motion #/Date: 00-07 Feb. 17/00 #20-99, Dec.17/20	Amended Dates: #03-73, Nov. 20, 2003 #04-64, Dec. 16, 2004 #18-114. Nov. 15, 2018 #20-99, Dec. 17, 2020
Associated Procedures:	