

General Human Resources Policy

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Purpose

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.

This policy outlines Burlington Public Library’s (BPL) human resources commitment. The CEO shall ensure that all human resources policies and practices comply with applicable legislation and are made available to all employees.

Scope

This Policy applies to all employees and volunteers including but not limited to regular, on call, contract, and students, including co-op placements (all classifications referred to hereafter as “employees”).

Statement of Policy

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.

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.

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 BPL's health and safety program and work in a manner that protects themselves and others from occupational injury.

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.

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 BPL or the City of Burlington 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 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.

BPL 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, accommodations, and best practices. We will review these policies and practices within a set time schedule, as organizational changes occur, or in anticipation of compliance deadlines.

Employment of Relatives

BPL 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 Burlington Public 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, 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.

Current employees must inform their Manager and Human Resources should a family relationship develop that may result in a supervisory relationship as outlined above. 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.

Compensation

BPL is committed to a comprehensive compensation strategy that attracts, retains and recognizes 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

Learning, Development and Orientation

BPL 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 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 Leadership team in achieving corporate goals and objectives.
- Ensure the performance assessments and training opportunities for Library staff are aligned with advancing the Library's goals and objectives.

Performance Management

The Library will ensure that there is a system, guideline, and policy for managing performance that is improvement-focused and aligned with our values. This system will include coaching, support, and learning and development opportunities for employees. The Library will ensure that there are disciplinary systems and processes in place to address performance management challenges.

Willful misconduct or neglect of duty will provide grounds for disciplinary action, up to and including termination of employment and legal prosecution.

The CEO has final accountability and must be a signatory on all terminations and severance agreements.

Layoff

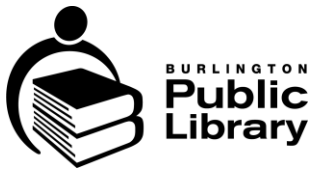
Where external circumstances arise that necessitate a temporary layoff, the Library will be guided by the Employment Standards Act.

Volunteers

Burlington Public Library supports an active volunteer program in recognition of the valuable contributions this group can make in the delivery of BPL'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. BPL will consider requests from 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 BPL's policies and procedures. 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 employee 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 guide 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	N/A	Oversees the hiring and direction of all staff adhering to legislation and human resources policies.
Performance Assessments	Evaluates CEO performance 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.

References

- Human Rights Commission
<http://www.ohrc.on.ca/en>
 - Ontario Health & Safety
<https://www.labour.gov.on.ca/english/hs/>
 - 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/r_o_p/
 - Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations.
<https://www.aoda.ca/the-act/>
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- Effective Date: December 1, 2023
 - Projected Review Date: 2026
 - Motion #/Date: #00-07 Feb. 17, 2000, #03-73 Nov. 20, 2003, #04-64 Dec. 16, 2004, #18-114 Nov. 15, 2018, #23-69 Nov. 23, 2023
 - Amended Dates: November 20, 2003, December 16, 2004, November 15, 2018, November 23, 2023
 - Associated Documents: