

Policy Type: **Operational**

Policy Number: **O-7**

Policy Title: **Human Resources Policy**

Policy Reviewed: November 2021

Effective: January 2022 - December 2024

1. PURPOSE

1.1 The Windsor Public Library Board is accountable to the community for the Human Resources of the Windsor Public Library. The Windsor Public Library Board will ensure adequate human resource reporting and controls are in place to fulfill the Windsor Public Library mission and deliver excellent public library service.

2. SCOPE

2.1 The Windsor Public Library Human Resources Policy is intended to provide a framework for the delivery of Human Resource services to comply with the requirements of the [Public Libraries Act, R.S.O.1990, C.P44](#), as amended 2019, CH14, Sched.12., 15 (1) & (2), 22 (1) & (2); the CUPE 2067.1 Employment Contract and the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 As per the Windsor Public Library / City Amending Agreement of March 21, 2017: 10. Section 3(a)

“(iii) Provide upon request of the Board and subject to the concurrence of the City acting reasonably, at no cost to the Board, the following services:

6. Human resources including, labour relations and collective bargaining assistance, health and safety, disability management, staff training services or any other similar service requested by the Board;

as the Board determines, in consultation with the City, to be necessary or appropriate to operate the Library.”

2.3 The Windsor Public Library Board endorses the [Canadian Charter of Rights and Freedoms](#); [Canadian Criminal Code](#); [Ontario Human Rights Code](#); [Employers and Employees Act, R.S.O. 1990, c. E.12](#); [Employment Standards Act, 2000, S.O.2000, c.41](#) and the [Labour Relations Act 1995, S.O.1995, c.1 Sched. A](#) .

2.4 The Human Resources Policy reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

Windsor Public Library Values Statement “Windsor Public Library values and respects its customers, partners, volunteers and staff.”

2.5 This policy applies to all employees, volunteers and agents.

3. PURPOSE

3.1 Employees

3.1.1 The Board of the Windsor Public Library recognizes that employees are the library’s most valuable asset. A knowledgeable and skilled workforce is essential to the accomplishment of the Library’s mission and strategic directions.

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3.1.2 The Windsor Public Library staff complement includes:

- a) Chief Executive Officer
- b) Non-Union Employees:
 - i. Management/Administrative - terms and conditions of employment are set out in the policies, procedures and programs as established by the Windsor Public Library Board.
 - ii. Pages, Casual and Supply Staff - terms and conditions of employment are established by the Windsor Public Library Board.
- c) Unionized Employees - terms and conditions of employment for unionized employees are set out in the collective agreement with CUPE Union 2067.1 as well as Windsor Public Library policies and procedures. As part of collective bargaining, changes or amendments to the collective agreement must be ratified by the Windsor Public Library Board.

3.2 The Windsor Public Library Board co-operates with the City of Windsor with regard to the following Human Resource services:

- a) Labour Relations and Collective Bargaining;
- b) Health and Safety Management;
- c) Disability Management;
- d) Staff Training Services;
- e) Or any similar service requested by the Windsor Public Library Board.

3.3 The Windsor Public Library Board is responsible for:

- Recruitment;
- Grievance Administration and Employee Discipline;
- Performance Evaluation;
- Job Description;
- Library Specific Orientation and Job Training;
- Employee Records;
- Employees Working Remotely.

3.4 Recruitment

3.4.1 Recruitment is the responsibility of the Windsor Public Library Board, and is delegated to the CEO or designate, with support from the City of Windsor.

3.4.2. The Windsor Public Library Board is committed to a fair and equitable recruitment, selection, and hiring process. The Windsor Public Library Board is also committed to establishing effective procedures to ensure that Windsor Public Library attracts and retains the best candidates.

3.4.3 Selection of the “best candidate for the job” will be based on a variety of factors including: education, experience, skills and knowledge; job testing, performance evaluations and interviews.

3.4.4 All job interviews will be conducted by a Hiring Committee and authorized by the CEO or designate.

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- 3.4.5 The criteria for filling positions at the Windsor Public Library will be assessed based on an analysis of the current and anticipated future needs of the Windsor Public Library.
- 3.4.6 Any change to staffing levels, which exceed the approved salary budget envelope must be approved by the Windsor Public Library Board.
- 3.4.7 The CEO shall monitor the staffing levels and authorize the commencement of recruiting and candidate hiring.

3.5 Grievance Administration and Employee Discipline

- 3.5.1 Grievance administration and employee discipline is the responsibility of the Windsor Public Library Board, delegated to the CEO, with support from the City of Windsor.
- 3.5.2. The Windsor Public Library Board is committed to fair and equitable grievance and disciplinary procedures.

3.6 Performance Evaluation

- 3.6.1 Performance evaluations are the responsibility of the Windsor Public Library Board, delegated to the CEO or designate, with support from the City of Windsor.
- 3.6.2. The Windsor Public Library Board is committed to fair and equitable performance evaluations.

3.7 Job Description

- 3.7.1 Job descriptions are the responsibility of the Windsor Public Library Board, delegated to the CEO or designate, with support from the City of Windsor.
- 3.7.2. The Windsor Public Library Board is committed to establishing fair and equitable job descriptions.

3.8 Library Specific Staff Orientation and Job Training

- 3.8.1 Library specific staff orientation and job training are the responsibility of the Windsor Public Library Board, delegated to the CEO or designate, with support from the City of Windsor.
- 3.8.2. The Windsor Public Library Board is committed to provide employee orientation and training.

3.9 Employee Records

- 3.9.1 It is the responsibility of the Windsor Public Library Board to maintain current, confidential employee records to meet statutory requirements.
- 3.9.2 Employee records are kept in a secure filing cabinet in a secure location. All electronic records are password protected.

3.10 Employees Working Remotely

3.10.1 The Windsor Public Library may allow employees to work remotely, on a part-time or flexible schedule, when it is appropriate and agreeable to both the employer and the employee.

3.10.2 The administration of an annual Employees Working Remotely Agreement and evaluation procedure is delegated to the CEO or designate.