

HUMAN RESOURCES

PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the municipality. Policies are essential in providing substance to this mandate. The purpose of this policy is to provide a framework for corporate human resources policies.

This policy mirrors the spirit and intent of the City of Lethbridge Human Resources policy (CC3) and should be kept current with updates to that policy.

PERSONS AFFECTED

City of Lethbridge Library Board/Library employees/Library volunteers/contracted employees

POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to attract and retain exemplary employees, to support and develop these employees, and to hold them accountable for maintaining acceptable standards of behaviour and achieving corporate outcomes. The board delegates the initial drafting of personnel policies to the CEO, including those required by the Libraries Regulation. The board conducts final review and approval of all policies.

Working hours and grievance procedure guidelines for union employees are negotiated by CUPE Local 70 (Library Employees) and are contained within the Collective Agreement. Guidelines for managers and out-of-scope employees are identified in the Board approved *Lethbridge Public Library Management Terms and Conditions of Employment* document.

REFERENCES

- Province of Alberta *Libraries Act and Regulations*
- Collective Agreement, CUPE Local 70 (Library Employees)
- Lethbridge Public Library Management Terms and Conditions of Employment

REVISION HISTORY

- March 12, 2014: New policy
- December 13, 2017: Revised
- March 10, 2021: Revised