

Purpose: To ensure that human resources are managed effectively.

1. Roles and responsibilities
 - 1.1. The Board shall be responsible for
the hiring, retention, supervision, discipline, termination and all other aspects of managing the Chief Librarian;
negotiating the collective agreement and other formal agreements between the Board and the Union;
participating on the Joint Job Evaluation Committee.
 - 1.2. The Chief Librarian shall be responsible for
the hiring, retention, supervision, discipline, termination and all other aspects of managing all other employees, subject to the terms and conditions in the collective agreement;
maintaining administrative policies and procedures as necessary for human resource management;
participating in the negotiation of the collective agreement and other agreements between the Board and the Union;
participating in the Joint Job Evaluation Committee.
2. Union employees
 - 2.1. The Medicine Hat Library Board recognizes the Canadian Union of Public Employees (CUPE), Local 46, Medicine Hat, as a legitimate bargaining unit of the employees of the Medicine Hat Public Library.
 - 2.2. The Library's policies with respect to salaries, working hours, grievance procedure, annual vacations, statutory and paid holidays, leave, compensation for injuries, over-time pay, benefits, disciplinary action, promotions, new positions, vacancies and appointments, seniority, and termination are contained in the signed collective agreement between the Board and CUPE Local 46 of Medicine Hat.
 - 2.3. Individual Board trustees shall not deal directly with members of the Union on issues covered in the collective agreement.
3. City of Medicine Hat Departments
 - 3.1. The Board utilizes the payroll services of the City of Medicine Hat.
 - 3.2. The City of Medicine Hat
computes salaries on the basis of information provided by the Library;
deposits pay into staff bank accounts and issues pay stubs;
maintains computerized records of sick leave and vacations;
retains and distributes records as required by legislation.

4. Joint Job Evaluation Committee
 - 4.1. The Board, through the Joint Job Evaluation Committee, will ensure that all union job descriptions are relevant and up-to-date.
 - 4.2. Job descriptions will be reviewed every three years in accordance with the job review cycle outlined in the Joint Job Evaluation Manual.

5. Management of Chief Librarian
 - 5.1. The Human Resources and Finance Committee is responsible for a six month review of a new Chief Librarian.
 - 5.2. The Human Resources and Finance Committee is responsible for the annual evaluation of the Chief Librarian.
 - 5.3. It is expected that all Board trustees will fill out a Chief Librarian evaluation.
 - 5.4. Evaluation forms are returned to the Chair of Human Resources and Finance Committee.
 - 5.5. All evaluations are confidential. Individual evaluations are only seen by the Chair of the Human Resources and Finance Committee.
 - 5.6. The Chair of the Human Resources and Finance Committee is responsible for creating a compiled evaluation.
 - 5.7. The Chief Librarian is provided with a compiled evaluation and meets with the Board Chair to discuss the evaluation.
 - 5.8. If, during the evaluation process, serious concerns about the Chief Librarian's ability to fulfill job requirements are raised, the Board Chair will consult with the Human Resources and Finance Committee. At this time all Human Resources and Finance Committee members will have access to the compiled evaluation.
 - 5.9. The Chair of the Human Resources and Finance Committee provides a summary of the evaluation to the whole Board. Other than the Board Chair and the Chair of the Human Resources and Finance Committee, no Board trustee sees the compiled evaluation except in the case of 5.8.

6. Acting Chief Librarian
 - 6.1. In the event that the Chief Librarian is unavailable for duty without having assigned Acting Chief Librarian responsibilities to a manager, or if the Chief Librarian's employment is terminated with no immediate permanent replacement, the Board shall designate an Acting Chief Librarian.
 - 6.2. The Board shall typically follow any administrative policy when providing extra pay and otherwise setting the terms of employment for the Acting Chief Librarian.
 - 6.3. If the Chief Librarian is to be absent for longer than 26 weeks, the Board shall consider hiring a temporary Chief Librarian.

7. Dispute resolution
 - 7.1. Any disputes involving unionized employees shall be handled as per the Collective Agreement.
 - 7.1.1. If step 2 grievances are referred to the HR&F committee as per the Collective Agreement, the committee will invite all Board members to participate in a

special meeting dedicated to resolving the grievance. This meeting will be closed to the public with required staff invited to attend.

- 7.2. The Board may resolve disputes between the Chief Librarian and non-union staff.
 - 7.2.1. The HR&F Chair, and/or designated trustee and involved parties will hold discussions in an effort to resolve the difference prior to proceeding to the dispute resolution procedure.
 - 7.2.2. No dispute shall be considered when the circumstance giving rise to such dispute should reasonably have been known to the employee more than thirty (30) calendar days prior to initiating preliminary discussions.
 - 7.2.3. Dispute resolution procedure:
 - 1 If preliminary discussions do not resolve the issue, the dispute will be referred to the Board. The Board may refer the dispute to an external person or body. If not referred, the Board shall investigate.
 - 2 Following the investigation by the Board or the external person or party acting on its behalf, the HR&F committee will hold a special meeting and invite all Board members to participate dedicated to resolving the dispute. This meeting will be closed to the public with required staff invited to attend. Following the special meeting, the Board will then render its decision in writing within seven (7) days.
 - 3 The expenses of outside assistance shall be borne by the Medicine Hat Library.

8. Administrative policies and procedures

- 8.1. The Chief Librarian shall ensure that administrative policies and procedures are developed and maintained to
 - 8.1.1. protect the confidential information of employees;
 - 8.1.2. fulfill all legal obligations;
 - 8.1.3. effectively manage human resources of the Library.