

Lib-06-003

Section: Tofield Municipal Library Staff

Title: Management Rights and Responsibilities

1. The Board is responsible for the hiring of the Library Manager and delegates the operation and management of the library in all respects, in accordance with policies set in place.
2. The Manager is responsible for:
 - a. Maintaining order, discipline, and efficiency and making rules and regulations to be followed by employees.
 - b. Directing the workforce and creating new classifications and work units, determining the number of employees needed in any work unit or classification, and determining if a position will continue or has become redundant.
 - c. The hiring, promoting, transferring, laying off, recalling, demoting, disciplining, suspending, reviewing performance and/or discharging with just cause of library employees.
3. As a minimum standard for staff policies, The Board will follow Canada and Alberta Labour Standards and Laws.
4. The Board will ensure that deductions required by the Canada Pension Plan, Unemployment Insurance Plan, and the Canada Revenue Agency are deducted from the payroll and remitted for all employees as required by the Federal Government. This will be managed by the Town of Tofield as part of the payroll duties.
5. There shall be no discrimination, restriction, or coercion exercised or practiced with respect to any staff person or member of The Board.
6. New employees will be given a tour of the facility and participate in orientation provided by the Library Manager.

Last Revised Date March 14, 2024