

Lib-06-002

Section: Tofield Municipal Library Staff

Title: Conditions of Employment

1. All employees and volunteers of the Tofield Municipal Library are covered under the Workers' Compensation Act. Employees are also covered under the Canada Pension Act, the Employment Insurance Act, and the Alberta Employment Standards Code and Alberta Employment Standards Regulation, covering benefits such as statutory holidays, various types of leave, hours of work and rest periods (see Lib-05-008; Lib-05-009, Lib-05-010, Lib-05-011, Lib-05-013).
2. The library is a smoke-free place and the building in which the library resides is a smoke-free building.
3. The operating hours of the library vary, and employees may work weekdays, weekends, and/or evenings depending upon the employee's position and the needs of the library.
4. The library recognizes the diversity of public service and is committed to providing a work environment where all individuals are treated with fairness, dignity, and respect. The library is a workplace free from harassment and the abuse of authority.
5. Probationary periods are an opportunity to determine if an employee is suitable for the position appointed. The library's probationary period begins on the employee's first day of employment and lasts three months. After three months, an employee who meets the requirements of the position is made a permanent employee.
6. Staff meetings will be held at least every two months and will be organized by the Library Manager.

Last Revised Date: March 14, 2024