# Callander Public Library

## Compensation, Benefits, Vacation & Leave

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| Policy Type: | **Human Resources** | Initial Policy Approval Date: | **February 21, 2024** |
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| Policy Number: | **HR-05** | Last Review/Revision Date: | |
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## Purpose:

In accordance with the ***Public Libraries Act***, R.S.O. 1990, c. P44, s. 15(1). "*A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties*."

The library board, as the employer of all library staff, seeks to create and maintain a work environment that is conducive to attaining its vision and mission. The board complies with pay equity legislation and is committed to an ongoing review of market competitiveness to ensure that the library has the capacity to recruit qualitied employees.

## Policy Statement:

**Pay Equity:**

1. Within Ontario's ***Pay Equity Act*** requirements, the library board participates in the Municipality's Pay Equity, Job Evaluation and/or Market Study. As part of this process all jobs within the library are evaluated and placed into appropriate job classes by a third party consultant in consultation with library employees.

2. The pay grid shall:
    a) Establish base pay rates for each classification based on market data, including comparison and/or survey of municipalities and libraries of similar size, structure, level of service, and nearby comparators, with consideration given to internal equity, and Municipal/Library budget.
    b) Provide merit-based step increases for all classifications.

c) Determine the rate at which all full time and part time employees will be compensated, with the exception of student positions that will be compensated based on minimum wage.

**Salary/Pay Grid:**

1. The library salary/pay grid will be reviewed annually for cost of living adjustments, which will follow cost of living adjustments for the Municipality of Callander.

2. Progression Step Increases:
    a. While the salary/pay grid provides a framework for compensation and places each job on the appropriate grade as determined by the job evaluation process, the number of steps on the grid will be determined by the Municipal Pay Equity, Job Evaluation and/or Market Study process.
    b. The starting salary for a new employee will be at the minimum of the salary range for the designated job class. There may be circumstances in which a candidate is highly experienced and brings advanced credentials, or where market pressures may necessitate hiring at a higher step. These special circumstances must be approved by the library board.

3. All new employees are subject to a three (3) month probationary review. The CEO or designate will complete a formal probationary review with the employee prior to the end of the probationary period. If the probationary review is successful, the new employee is designated permanent but remains at Step 1, unless they have been placed on a different step at hiring. See the Callander Public Library ***Hiring and Orientation Policy HR-07*** for more information.

4. Merit-based increases shall be determined by the CEO, and by the Library Board's Internal Affairs Committee in the case of the CEO. Merit-based increases will be based on employee performance. Employee performance will be assessed at least once annually in advance of the employee's anniversary of hire date or annually based on the date a new position began and in accordance with the performance management process.

    Upon receiving a satisfactory performance review, employees may be moved to a higher level of pay within their position's classification. Any move to a higher level of pay is subject to approval from the CEO, approval of the Library Board's Internal Affairs Committee in the case of the CEO, and the Library's approved operating budget.

**Reclassification or Change of Position**

1. A person who has been employed at the library, and who changes to a job in a higher class, will not necessarily start at step 1 in their new job class. If the new position step 1 wage is lower than the employee's current rate, the employee will continue at their current rate

until the anniversary date of the first day of work in their new job class, at which time a performance review will be completed. Upon receiving a satisfactory performance review employees may be moved to a higher level of pay within the new position's classification.

2. If an existing position has undergone significant changes, an employee may request review and consideration in consultation with the CEO to determine if the magnitude of changes warrants a job re-evaluation, in accordance with job evaluation standards as set out in the library's pay equity plan.

3. An employee whose job is reclassified to a higher pay grade will be placed in the new grade at a step which is no less than their current salary. Any increase will be effective the date the job evaluation was finalized. Any salary change resulting from an organizational restructuring will be effective on the date the organizational changes take effect.

4. An employee whose job is reclassified to a lower job class, will have their salary red-circled if their salary is higher than the maximum rate of the position in the lower job class for the legislated notice period, or as otherwise approved by the Library Board. After which, the employee's salary will be amended to reflect the maximum rate of the lower salary range of the position. A red-circled position will not be affected by cost-of-living adjustments applied to the salary/pay grid until such time as the position and salary level match.

**Benefits:**

The library board contributes to the following legislated insurance plans for all full-time and part-time employees:

1. Workplace Safety and Insurance
2. Employment Insurance
3. Canada Pension Plan
4. Employee Health Tax

Full-time Employee Benefits:
For all permanent full-time employees, the library offers the Municipal group insurance coverage or a comparable package, with premiums covered for library employees as per the Municipal policy.

OMERS (Ontario Municipal Employees Retirement System)
To assist employees in preparing for a secure retirement, the library co-contributes to the Ontario Municipal Employees Retirement System (OMERS) for permanent full-time employees who work 35 hours per week. Such employees are automatically members of the OMERS plan on the date of hire, or on the date they became full-time. Membership in the OMERS plan will be offered to all non-full-time employees. Non-full-time employees are not required to join the OMERS plan as a condition of employment.

**Public Holidays:**

1. Ontario has nine (9) public holidays. The library will observe these nine (9) public holidays and will be closed on these days. The library staff will be paid for these holidays as per the ***Employment Standards Act***:
    a) New Year's Day
    b) Family Day
    c) Good Friday
    d) Victoria Day
    e) Canada Day
    f) Labour Day
    g) Thanksgiving Day
    h) Christmas Day
    i) Boxing Day

2. The library follows the same holiday schedule as the Municipality and will be closed the following additional paid holidays:
    a) First Monday of August
    b) Remembrance Day
    c) Easter Monday

3. The procedures for paying public holidays will follow the current instructions contained within the Employment Standards act and will align with the Municipal Human Resources Policy.

**Vacation Time and Vacation Pay**

1. The vacation year at the Callander Public Library is the calendar year from January to December. Employees are expected to take their vacation within the year it is earned to enjoy the rest and revitalization.

2. Employees are required to submit vacation request to the Library CEO or designate so that vacation schedules can be created. Vacation to which an employee is entitled may be taken in one unbroken period or several periods, however the CEO has the right to schedule vacations and may need to adjust requests in accordance with operational needs.

3. Vacation entitlement for full-time employees:

| Full Time Years of Service | Annual Vacation Time Entitlement |
|---|---|
| Less than one (1) year | Prorated two (2) weeks by number of months worked |
| Less than three (3) years | Two (2) weeks |
| 3 – 7 years | Three (3) weeks |

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|---|---|
| 7 – 13 years | Four (4) weeks |
| 13 – 20 years | Five (5) weeks |
| 20+ years | Six (6) weeks |

Years of service for the purpose of vacation accrual is based on an employee's initial date of hire anniversary. The years of services for those working less than 35 (or 1820 hours per year) hours per week will be prorated based on the hours worked.

4. All part-time employees are entitled to an annual vacation with pay or vacation pay. The ***Employment Standards Act*** and the Employment Standards Act Guide sets out the minimum standards so that employees with less than five years of employment are entitled to **two (2) weeks of vacation** time after each 12-month vacation entitlement year (4% of gross wages) and employees with five or more years of employment are entitled to three (3) weeks of vacation time (6% of gross wages), which will be paid on each regular pay cheque, actual vacation time taken is unpaid.

**Overtime Pay & Lieu Time**

1. All overtime must be authorized in advance by the CEO, the CEO's overtime is approved by the Chair of the Internal Affairs Committee.
2. Employees must properly document all overtime pay as per the employee procedure manual.
3. Part-time employees do not accrue lieu time and are paid directly for overtime, hours worked in excess of 40 hours will be paid at 1.5 times their rate of pay
4. Full-time employees will receive lieu time for overtime worked. Overtime will be calculated at 1 hour of time off for each hour of worked up to 40 hours of work per week and at 1.5 hours off for each hour of overtime worked over 40 hours of work per week.

**Leaves of Absence**

1. The library is committed to promoting and maintaining high levels of attendance in the workplace, however it is acknowledged that there are times when an employee will need to be away from work.

2. Pregnancy and parental leave, sick leave, bereavement leave, family responsibility leave, family caregiver leave, family medical leave, critical illness leave, organ donor leave, reservist leave, child death leave, crime-related child disappearance leave, domestic or sexual violence leave, declared emergency leave and infectious disease emergency leave are different types of leaves. The purpose of leaves, their length, and eligibility criteria are different, but each leave is separate and the right to each leave is independent of any right an employee may have to other leave(s), even for the same event.

3. It is the responsibility of the employee to be aware of their rights and responsibilities under

each of the leaves. Detailed information regarding eligibility and entitlements to statutory leave of absence are available online in Your Guide to the Employment Standards Act.

4. Employees may also be eligible for Employment Insurance (EI) and other benefits through the federal government when on statutory leave. Refer to https://www.canada.ca/en/services/benefits/ei.html for further information.

5. An unpaid leave of absence for another purpose may be granted upon written request to the Library CEO, or the Board in the case of the CEO. The approval process will involve consideration of the following factors: length of employment; number of previous unpaid leaves of absence; and ability of the library to cover the employee' work during the leave of absence.

Full-time Staff Leaves of Absence:

Full time staff will follow the ***Municipality of Callander Human Resources Policy*** (see Leaves of Absence) for the purpose of leaves, their length, and eligibility criteria: https://callander.civicweb.net/filepro/documents/87111/?preview=119835.

Part-time Staff Leaves of Absence:

Part-time Staff will follow the Employment Standards Act for leaves of absence as follows:

1. Pregnancy Leave: In accordance with ESA, pregnant employees have the right to take pregnancy leave of up to 17 weeks of unpaid time off work. Employees will not be paid wages while on pregnancy leave by may be eligible for EI.

2. Parental Leave: In accordance with ESA, all new parents have the right to take parental leave of up to 61 or 63 weeks of unpaid time off work when a baby is born or a child first comes into care (such as by adoption). A new parent is entitled to parental leave whether they are full-time, part-time or contract employee if they have been employed for at least 13 weeks before commencing the parental leave. An employee must give the library at least two weeks written notice before beginning such a leave and provide details on how many weeks they plan to take.

3. Sick Leave: Part-time employees have the right to take up to three (3) days of unpaid job-protected leave each calendar year due to personal illness, injury, or medical emergency, as provided in the Employment Standards Act, if the employee has worked for an employer for at least two (2) consecutive weeks. There is no pro-rating of the three-day entitlement. Unused sick leave days cannot be carried over to the next calendar year. The three days can be taken in part days, full days or periods of more than one day.

4. Bereavement Leave: In accordance with the Employment Standards Act part-time

employees are entitled to up to two (2) days of unpaid job-protected bereavement leave each calendar year because of the death of family members, after they have worked for the library for at least two (2) consecutive weeks.

**Related Documents:**
***Ontario Employment Standards Act***
***Municipality of Callander Human Resources Policy***
***Government of Canada Employment Insurance benefits and leave***