



SECTION 6: HUMAN RESOURCES

POLICY 6.2: TYPES OF APPOINTMENTS

Passed:

Amended: 6.2.2.3 – September 28, 2016

Staff appointments may vary in respect to duration and regularity of employment. The following are definitions of each type of appointment.

6.2.1 Full-Time Employees

A full-time employee is one who works regularly scheduled shifts totalling 37.5 hours per week.

6.2.2 Part-Time Employees

A part-time employee is one who works shifts totalling less than 37.5 hours per week on average and holds a non-page position.

Part-time employees may hold more than one part-time position within the library pending approval of supervisors and the Chief Librarian, but must not exceed 7.5 hours in a day or 37.5 total hours in a week.

Part-time employees, excluding pages, who work 780 hours or more in any twelve month period are entitled to benefits as listed in Section 6.9.3.2.

6.2.2.1 Pages

Pages receive legislated benefits only.

6.2.2.2 Casual Employees

A casual employee is one who does not work on a regularly scheduled basis.

6.2.2.3 Persons Hired Under an Employment Contract

Persons hired under an employment contract are subject to the terms and conditions outlined in the contract.

6.2.3 Volunteer Services

6.2.3.1 Statement of Intent

The Library uses the talents and energy of volunteers in the delivery of Public Library services according to the following:

- No employee is to be removed or displaced in favour of a volunteer;



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- Volunteers perform their functions to the standard set by the Library. Those who do not do so are subject to reassignment or to having their names removed from the Library's volunteer roster;
- Volunteers must successfully pass a CRRP Criminal Records Check.