



The Meaford Public Library Board and staff of the Meaford Public Library shall adhere to several policies in the Municipality of Meaford's *Human Resources Manual* that concern employment, salary administration, workplace programs, benefits and reimbursements, hours of work, paid holidays, vacation, leaves of absence, and information technology.

1. Where the policy contains the words "Municipality of Meaford" or "Municipality", replace with "Meaford Public Library" or "Library".
2. Where the policy contains the words "Chief Administration Officer" or "CAO", replace with "Chief Executive Officer" or "CEO".
3. Where there is conflict between the Municipality of Meaford policies and procedures and the Meaford Public Library's policies and procedures, the library's policies and procedures will take precedence.

The following policies will apply to the Meaford Public Library Board and staff:

**Section B: Employment**

- B-01 Employment Definitions
- B-02 Recruitment, Selection and Employment
- B-03 Probationary Period
- B-04 Orientation Program
- B-05 Confidentiality Statement
- B-06 Criminal Record Check
- B-07 Driver's License and Suspension

**Section C: Salary Administration**

- C-01 Salary Administration
- C-02 Employment / Salary Verification
- C-03 Staffing
- C-04 Job Evaluation System
- C-05 Pay Period and Salary Payment
- C-06 Wage Garnishees and Family Support Plan Deductions
- C-07 Acting Pay

**Section D: Workplace Policies**

- D-01 Conflict Management
- D-02 Progressive Discipline
- D-03 Performance Management

- D-04 Standards of Conduct
- D-05 Alcohol & Drug Free Workplace Program
- D-06 Discrimination and Harassment-Free Workplace Program
- D-07 Violence-Free Workplace Program
- D-08 Attendance Management Program
- D-09 Confidentiality
- D-10 Conflict of Interest
- D-11 Dress Code
- D-12 Disclosure of Impediments to Employee Performance
- D-13 Gifts, Gratuities and Honoraria
- D-14 Employee Contact with the Media
- D-15 Outside Employment
- D-16 Solicitation & Distribution of Personal Literature
- D-17 Service Recognition Program
- D-18 Conference/Convention/Seminar/Workshop
- D-20 Personnel Records
- D-21 Inclement Weather/Emergency Situations
- D-22 Influenza Pandemic

**Section E: Benefits and Reimbursements**

- E-01 Extended Health & Dental Care, Life Insurance, AD&D
- E-02 Pension Plans
- E-03 Sick Time Policy
- E-04 Long-Term Disability Plan
- E-05 Employee Assistance Program
- E-06 Uniforms and Safety Clothing/Footwear
- E-07 Travel Reimbursement
- E-08 Education Reimbursement
- E-09 Employee Insurance Coverage
- E-10 Meal Reimbursement
- E-11 Membership & Association Participation
- E-12 Kilometer Reimbursement
- E-13 Relocation Reimbursement

**Section F: Hours of Work, Paid Holidays, Vacation, Leaves of Absence**

- F-01 Hours of Work and Overtime
- F-02 Paid Holidays
- F-04 Vacation Leave
- F-05 Paid Leaves of Absence
- F-06 Unpaid Leaves of Absence
- F-07 Alternative Work Arrangement Program

**Section G: Information Technology**

- G-01 Use of Corporate Property, Premises & Records
- G-02 Use of Corporate Computers
- G-03 Use of Internet and Electronic Mail

Related Documents:

Municipality of Meaford, ***Human Resources Manual***

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