

## Policy No: 5.1 STAFF ATTENDANCE AT CONFERENCES



**Thunder Bay  
Public Library**

Type: Human Resources  
Originated: May 14, 2009  
Supersedes: November 9, 2017  
Amended: December 14, 2023

Related Policies:

### Purpose

To specify the approval process for staff attendance at conferences

### Scope

All TBPL staff

### Policy

With the approval of the CEO or designate, and within the parameters of the Operating Budget, staff may attend conferences, workshops, etc.



## **Policy No. 5.2 STARTING SALARY**

Type: Human Resources.

Originated: June 24, 1999

Supercedes: May 10, 2018

Amended: December 15, 2023

### Purpose

The purpose of this policy is to grant discretionary authority for staff salary decisions to the TBPL CEO.

### Scope

This policy covers all TBPL staff, excluding the CEO.

### Policy Statements

The CEO is granted discretionary authority to start staff at a rate equivalent to their demonstrated experience and in accordance with their governing body for their employee group. Where an employee is represented by a bargaining agent, approval must be obtained by their union.

If a part-time employee is accepted as a full-time employee in the same position without a break in service, then the employee shall be moved to the next increment on the full-time Employee wage scale when an equivalent of 1820 hours has been reached for the beginning of his employment with the Employer.

**Policy No: 5.4      RETIREMENT**

**Type Human Resources**



Originated: June 24, 1999  
Supercedes: April 30, 2018  
Amended: December 15, 2023

Related Policies:

**Purpose**

To state the benefits provided at early retirement and those provided should the employee work beyond the age of 65.

**Scope**

All employees of TBPL

**Policy**

An employee who continues to work past the age of sixty-five, is entitled to a portion of the insurance benefit coverage through the Thunder Bay Public Library (TBPL). Extended Health Care and Dental will continue until retirement. At the time of early retirement, the Employee must remain on the TBPL benefit plan unless they have alternate coverage through their spouse. Short and Long term Disability will end at 65 as per the industry standard.

## **Policy No: 5.5 EMPLOYEE RECOGNITION**

### **Type Human Resources**



Originated: June 24, 1999  
Supercedes: April 30, 2018  
Amended: December 15, 2023

Related Policies:

### **Purpose**

Thunder Bay Public Library (TBPL) recognizes long service from regular employees. Specific milestones, as specified in the Employee Recognition Procedure, will be recognized by the Library Board.

### **Scope**

This policy covers recognition of the service of regular employees, that is, full or part time employees.

### **Policy Statements**

Financial support by the Board for the purposes of recognition will be provided.

Years of Service for milestone recognition will be determined based on the anniversary date of regular employees.

Retiring employees will also be recognized by the Board.

Special mention of retiree names will be placed on Board meeting agendas and recorded minutes to ensure that a formal recognition of retiring staff is documented for posterity.

The Executive Assistant will provide a summary of the previous year's spending for Employee Recognition annually at the January Board meeting.

**Policy No: 5.6      APPOINTMENT OF ACTING CEO**

**Type Human Resources**



Originated: June 24, 1999  
Supercedes: April 30, 2018  
Amended: December 15, 2023

Related Policies:

**Purpose**

To specify the designation of an Acting CEO

**Scope**

When there is no CEO available to perform this duty, the Library Board will appoint an Acting CEO.

**Policy**

The CEO or designate is authorized to appoint an Acting CEO during extended periods of absence.



Type: Human Resources  
Originated: June 24, 1999  
Supercedes: December 14, 2023  
Amended  
:

Related Policies 5.5 Appointment of Acting

## Context

This is a replacement plan, not a succession plan. Succession planning is typically a broader program to ensure the ongoing and long term retention and recruitment (both external and internal) of key positions in an organization. It may include such activities as identification of key positions/skills, ensuring that the compensation package is competitive, targeted advertising, internal leadership or key skill development, and documentation of key processes.

Leadership plays an essential role in the success of any organization, particularly one as influential and important to the community and quality of life as Thunder Bay Public Library. As an unexpected disruption in CEO leadership is always a possibility, planning for that eventuality as well as planned transitions in leadership is considered a governance best practice today. A CEO Replacement Plan can help bring order at a time of confusion, turmoil and stress so that TBPL can continue to fulfill its mission.

The Board recognizes that this is a framework to guide both a contingency plan in the event of the disability, death or temporary absence of its CEO to facilitate the transition to both interim and longer-term leadership, as well as the recruitment of a future CEO in the event of planned retirement.

### A. Guiding Principles

In its Emergency CEO Replacement Plan, the TBPL Board will strive to:

- Be responsive, responsible and decisive in an emergency
- Ensure continuity in operations and strategic direction
- Demonstrate and convey confidence in its interim executive leadership
- Communicate in a measured, timely and effective manner with all key stakeholder groups, internally and externally

- Engage its Board and senior staff in support of the emergency strategy
- Ensure its response is aligned with TBPL values, purpose and vision
- Demonstrate sensitivity and responsiveness to stakeholder concerns
- Provide appropriate support to the CEO, in keeping with policies and values.

## B. Procedure Statement

The unexpected, temporary absence of a CEO can be challenging time for any organization. It is the policy of TBPL to be prepared for such an eventuality to ensure stability and accountability of the organization until the return of the CL/CEO. The TBPL Board shall develop and implement an Emergency CEO replacement plan and review the plan on an annual basis. This plan includes procedures outlining steps to be taken in the event of a temporary, unplanned absence of the CEO, be it short or long term.

## C. Short-Term Temporary, Unplanned Absence

A temporary absence is one of less than three months in which it is expected that the CEO will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation. The Board authorizes the Human Resources Committee to implement the terms of this emergency plan in the event of the short-term, temporary and unplanned absence of the CEO.

In the event of an unplanned absence of the CEO, the Board Chair will convene a meeting of the Human Resources Committee to affirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate. The full Board will be informed of key developments and, if applicable, asked to ratify major changes to the plan at the earliest opportunity.

At the time of approval of this plan, the person identified to fill the position of Acting CEO would be the Head Librarian.

If the Acting CEO is new to their position and fairly inexperienced the Human Resources Committee may decide to appoint the back-up appointee to the Acting CEO position. The Human Resources Committee may also consider the option of splitting CEO duties among the designated appointees.

## Communications Plan

Immediately upon transferring the responsibilities to the acting CEO, the Board Chair will notify staff members, members of the Board.

As soon as possible after the Acting CEO has begun covering the unplanned absence, the Board Chair and Acting CEO shall communicate the temporary leadership structure to key external stakeholders. This may include but is not limited to municipal government officials, agency CEOs, key sector leaders and other key community partners.

The spokespersons for TBPL will be the Board Chair and the Acting CEO. The Director of Communities will support the development and implementation of a communications strategy appropriate to the needs and interests of TBPL and its key stakeholders.

#### Authority and Compensation of the Acting CEO

The person appointed as Acting CEO shall have the full authority for decision making and independent action as the regular CEO.

The Acting CEO will be offered:

- For an Acting CEO position lasting three months or less: a 15% increase to the individual's current salary
- For an Acting CEO position lasting longer than three months: a temporary salary increase to the entry-level salary of the CEO

#### Board Oversight

- The Human Resources Committee is responsible for monitoring the work of the Acting CEO and will be sensitive to the special support needs of the Acting CEO in this temporary leadership role. The Human Resources Committee will keep the Board regularly informed of matters pertaining to the implementation of the emergency replacement plan. Should circumstances warrant, an emergency meeting of the Board will be called by the Board Chair.

#### E. Long-Term Temporary, Unplanned Absence

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed will be the same as for a short-term absence with one addition:

The Human Resources Committee will give immediate consideration, in consultation with the Acting CEO, to temporarily filling the management position left vacant by the Acting CEO, or to providing additional support to the Acting CEO. This is in recognition of the fact that for a term of more



than three months, it may not be reasonable to expect the Acting CEO to carry the duties of both positions.

The position description of a temporary senior manager or executive would focus on covering the priority areas in which the Acting CEO needs assistance.

#### F. Completion of Emergency Replacement Period

The decision about when the absent CEO returns to lead TBPL should be determined by the CEO and the Board Chair, in consultation with the Human Resources Committee. They will decide upon a schedule and start date.

In the event of absence due to illness or injury a reduced or accommodated return to work schedule may be appropriate. In that case, the injured or ill employee's return to work would be based on the employee's medical advice. The Board Chair will support the return to work plan with the intention of having the CEO work their way back up to a full time commitment.

If the emergency replacement of the CEO were to be removed from the workplace for discipline, criminal matters or an investigation etc., the return to work start date will be the sole decision of the Board.

#### G. Permanent Change in CEO Leadership

A permanent change is one in which it is firmly determined that the CEO will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee to plan and carry out a transition to a new permanent CEO. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim CEO, and plan for the recruitment and selection of an Interim CEO and/or permanent CEO.

#### H. Checklist for Acceptance of Emergency Replacement Plan

- Replacement Plan Approval. This replacement plan will be reviewed by the Human Resources Committee and forwarded to the full Board for its vote and approval. This plan will be reviewed along with other policies every year.
- Copies. Copies of this Replacement Plan along with the corresponding documentation will be maintained by the Board Chair, the CEO and the CHM - HR

**Policy No: 5.7      PERSONNEL FILES**

**Type Human Resources**



Originated: June 24, 1999  
Supersedes: April 30, 2018  
Amended: December 14, 2023

Related Policies:

Purpose

Define the policy for access to personnel files by employer of TBPL

Scope

All employees of TBPL

Policy

It is the policy of this board to grant employee's access to their own personnel files on one (1) day's notice and to require employees to reply in writing to any questioned documents within five days after viewing the file, such reply will become part of the employee's permanent record.

The file must be reviewed in the presence of the CEO or designate, and a written reply to any questioned documents shall be forthcoming within five days by the CEO or designate.



## **Policy No. 5.8 NEPOTISM**

Type: Human Resources

Originated: June 24, 1999

Supercedes: April 30, 2018

Amended: December 15, 2023

Related Policies:

### Purpose

To state the Board's policy on nepotism.

### Scope

All employees of TBPL

### Policy

It is the policy of the Thunder Bay Public Library not to hire, transfer, promote or demote any person to a position where that person is closely related to the immediate supervisor. In the case of the CEO, the immediate supervisor will mean a member of the Board of Directors. This includes hiring, transfers, promotions and demotions for full-time, part-time, temporary, and page positions. In addition, Thunder Bay Public Library staff and Board members shall not act as employment references for closely related family members.

**Definitions:** "Closely related" will be interpreted to mean parents (including step-parents, grandparents), spouse (including common-law spouse), children (including step-children,

grandchildren), brothers and sisters, nieces and nephews, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law.

## Policy No: 5.9 HEALTH AND SAFETY



**Thunder Bay  
Public Library**

Type: Human Resources

Originated: January 13, 2011  
Reviewed: January 17, 2024  
Amended: February 8, 2024

Related Policies:

### Purpose

The Thunder Bay Public Library Board, its staff and management share a joint commitment to providing a safe and healthy working environment for all staff, visitors, and library users. The Thunder Bay Public Library shall comply with the Occupational Health and Safety Act and any applicable Regulations.

### Regulations

The Thunder Bay Public Library shall develop, implement and maintain programs which are proactive in the prevention of injury, accident and illness and promote employee wellness within this organization.

Supervisors shall ensure that the safe work procedures established by the Thunder Bay Public Library are followed in their areas.

All workers shall become knowledgeable of and work in compliance with safe work practices and procedures, and are required to report any hazardous, unsafe or unhealthy conditions immediately, and are encouraged to make suggestions for correction.

The Board and the Thunder Bay Public Library Joint Health and Safety committee shall review this policy annually.

Reviewed by  
Date January 17, 2024

Handwritten signature of Carrie Braye in black ink.

, Management Representative .

Reviewed by  
Date: January 17, 2024

Handwritten signature of a worker representative in blue ink.

, Worker Representative.

Date: January 17, 2024

Handwritten signature of Richard Toom in black ink.

(CEO)

**Policy No: 5.4      PERFORMANCE PLANNING &  
EVALUATION**

**Type Human Resources**



Originated: June 24, 1999  
Supersedes: May 6, 2015  
Amended: December 14, 2023

Related Policies:

Purpose

To state the Board's requirement for employee performance evaluation

Scope

All employees of TBPL, excluding the CEO

Policy

It is the policy of the Thunder Bay Public Library that the CEO or delegate will devise a method that is best practice and appropriately in line with the Library's current objectives/strategies that will allow a Supervisor to evaluate the performance of the managerial, union and non-union staff



## Policy No: 5.12 TERMINATION

Type: Human Resources

Originated: June 24, 1999

Supersedes: May 6, 2015

Amended: May 6, 2015

Related Policies:

### Purpose

Define Termination policy of TBPL

### Scope

All employees of TBPL are covered

### Policy

It is the policy of the Thunder Bay Public Library that terminations will be processed as outlined in the various collective agreements and by-laws, and in accordance with the requirements of Ontario's Employment Standards Act, applicable Human Rights legislation and the Ontario Municipal Employees Retirement System (OMERS) legislation.

**Policy No: 5.13      PERFORMANCE PLANNING &  
EVALUATION**

**Type Human Resources**



Originated: June 24, 1999  
Supersedes: May 6, 2015  
Amended: December 14, 2023

Related Policies:

Purpose

To state the Board's requirement for employee performance evaluation

Scope

All employees of TBPL, excluding the CEO

Policy

It is the policy of the Thunder Bay Public Library that the CEO or delegate will devise a method that is best practice and appropriately in line with the Library's current objectives/strategies that will allow a Supervisor to evaluate the performance of the managerial, union and non-union staff



**Policy No: 5.14 RECRUITMENT AND SELECTION**

**Type Human Resources**



Originated: June 24, 1999  
Supersedes: May 10, 2018  
Amended: December 14, 2023

Related Policies:

Purpose

Define the need for a process for recruitment and selection.

Scope

Covers all prospective employees of TBPL

Policy

It is the policy of the Thunder Bay Public Library to provide a process for recruiting and selecting the best available persons for vacancies within the Library.

All aspects of the Library's recruitment and selection process will be maintained in accordance with the requirements of Human Rights and any applicable legislation.

**Policy No: 5.15     ATTENDANCE MANAGEMENT**

**Type Human Resources**



Originated: June 24, 1999  
Supersedes: April 30, 2018  
Amended: December 14, 2023

Related Policies:

Purpose

To state the Board's requirement for attendance management program at TBPL

Scope

All employees of TBPL

Policy

It is the policy of the Thunder Bay Public Library to promote health, wellness and regular attendance throughout the Library in addition to establishing cost control measures. In doing so, the Library commits to managing attendance and will develop programs and procedures to assist employees, supervisors and management in achieving this goal.

## **Policy No: 5 16 EMPLOYEE CODE OF CONDUCT**

### **Type Human Resources**



Originated: November 21, 2002

Supersedes: April 30, 2018

Amended: December 14, 2023

Related Policies:

### Purpose

Thunder Bay Public Library (TBPL) expects that its employees (management, union, non-union and volunteers) will meet ethical and professional standards for work performance. All employees have the right to work in a positive environment, which is free of harassment, threats, intimidation, violence, malicious comments in connection with job skills, character and/or reputation, and any other misconduct. Any violent, intimidating, threatening behaviour, or other misconduct, in any form, will not be tolerated.

### Scope

All employees of TBPL

### Policy Statement:

The TBPL Board passed this Employee Code of Conduct to outline the desired behaviour to be observed by employees of the TBPL. These obligations for employees of TBPL are outlined in the six principles and additional standards below:

- a) To act in a fair, honest, and proper manner according to the law.
- b) To act with reasonable care and be diligent in the performance of their duties and responsibilities.
- c) To be fair and honest in their dealings with individuals and organizations, and behave in a manner that facilitates constructive communication between the Library, the community and each other.
- d) To seek and achieve a team approach with employees in an environment of mutual respect, trust and acceptance of their different roles in achieving the Library's goals.

- e) To establish a working relationship with fellow employees that recognizes and respects the diversity of opinion and achieves the best possible outcomes for the community.
- f) To respect and use information obtained in the course of their duties in a careful and prudent manner.

These standards include but are not limited to the following:

1. Adhere to all applicable municipal, provincial and federal laws and regulations.
2. Adhere to Library policies and procedures.
3. Adhere to job requirements in a professional and competent manner.
4. Provide courteous and competent service to Library patrons.
5. Avoid real or apparent conflict of interest between responsibilities as an employee and any outside interests.
6. Adhere to confidentiality of Library patron and employee records and all organizational information.

In addition, the following civil conduct and violence prevention standards apply:

1. Employees will respect the rights, dignity and feelings of others.
2. All actions and speech (including written or electronic communication) in the workplace and at any Library branch will be civil and respectful.
3. Each employee's role, job responsibilities and opinion will be respected.
4. The evaluation of employees' performances will be conducted by their supervisor through the progress report & performance assessment process.
5. Employees are not permitted to commit any violent act or threatening gesture or speech against another employee or any person.
6. Employees are not permitted to harass or threaten an employee or any person from the public.
7. Employees are not permitted to intentionally or maliciously damage or destroy the property of another person or employee.
8. Each employee will display courteous and sensitive behaviour that does not discriminate against anyone.
9. Employees are not permitted to bring weapons of any kind into any of the Library branches.

Note: The definition of a weapon includes fireworks, explosives, dangerous chemicals, firearms, knives, or any other arms classified as a weapon. An instrument designed to look like a weapon, which is used to cause reasonable apprehension of harm, is expressly included within the definition of a weapon.

An investigation will be done into any allegations of a breach of this code of conduct. Contravention of the Employee Code of Conduct may result in disciplinary action up to and including termination.

## **Policy No, 5.17 WORKPLACE VIOLENCE**



Type: Human Resources.

Originated: June 24, 1999

Supercedes: December 14, 2023

Amended: June 12, 2025

Related Policies: 5.10 (a) Workplace Violence Reporting Procedure Involving Staff ONLY  
Workplace Harassment and Violence Reporting/Investigating Procedure involving  
Patrons/Visitors

### Purpose

The purpose of this Policy is to recognize Thunder Bay Public Library's obligation to address the issue of workplace violence.

### Scope

This policy addresses workplace violence at Thunder Bay Public Library as it relates to all persons, staff, and public.

### Policy Statement

The Thunder Bay Public Library Board is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety.

"Workplace Violence" is defined in the Occupational Health and Safety Act as the following:

The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.

An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

In pursuit of this goal, the Thunder Bay Public Library does not condone and will not tolerate acts of violence by any person in the workplace. We will take every reasonable precaution and implement measures to prevent violence and protect all employees from potentially violent situations.

As such, this policy prohibits physical or verbal threats, with or without the use of weapons, intimidation, or violence in the workplace to minimize risk of injury or harm resulting from violence to Thunder Bay Public Library employees.

There are two workplace violence employee procedures that implement this policy. They include measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. These procedures are referenced above.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible. The Thunder Bay Public Library will not discriminate or retaliate against employees because they are or are perceived to be victims of workplace violence.

Employees of the Thunder Bay Public Library will review this policy at least on an annual basis.

## **Policy No: 5.16 STAFF TECHNOLOGY USE**

### **Type Human Resources**



Originated: January 1, 2016  
Supersedes: April 30, 2018  
Amended: December 15, 2023

Related Policies:

### Purpose

To outline the rules and responsibilities for staff using Thunder Bay Public Library (TBPL) online resources and the acceptable uses of those resources. It is every user's duty to use TBPL online resources in a professional, ethical and lawful manner. Public patron usage is covered in another policy.

To protect the reputation of TBPL, and all TBPL online resources, from irresponsible or illegal activities, and to ensure the privacy, security and reliability of the TBPL network and software applications.

To ensure that staff use of online systems is consistent with TBPL's Vision Purpose and Values.

To protect TBPL by providing staff with guidelines for the acceptable use of computers, online systems and any other devices issued to staff.

To ensure staff understand inappropriate uses that are not acceptable and that may result in disciplinary measures.

### Scope

This policy covers staff use of TBPL computers and mobile devices, Library email and network, and participation in online forums where staff are self-identified as, or known to be employees of TBPL.

This policy applies to all employees, vendors and partners who are assigned (or given access to) a corporate email. This email may be assigned to an individual (e.g. employeename@tbpl.ca) or group or alias (e.g. info@tbpl.ca.)

## Definitions

**"Offensive Material"** means material that is obscene or pornographic (including sexually explicit material, nudity, sexually explicit jokes, sexually degrading material), racially offensive or degrading, defamatory, discriminatory, or hate propaganda.

## Acceptable Use of Systems

Staff should use TBPL technology according to the following criteria:

1. **Only for Work:** The systems provided by TBPL are intended to support library operations and work.
2. **Take Personal Responsibility:** By using the TBPL provided hardware, software, and network systems staff assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable policies, as well as, provincial and federal laws and regulations.
3. **Know and comply with the Rules:** Staff use will comply with this policy, as well as with applicable licenses, acceptable use terms, contracts, and agreements. It is a personal staff responsibility to read and understand the applicable terms of use for the systems used.
4. **TBPL Ownership:** Content and work done on TBPL systems by staff is owned by TBPL
5. **Do not Make Unauthorized Copies:** Unless otherwise provided in the applicable license or agreement, any duplication of copyright software, except for backup and archival purposes, may be a violation of federal and provincial law. In addition to violating such laws, unauthorized duplication of software is a violation of Thunder Bay Public Library policy.
6. **Password Security:** Employees must:
  - Select strong passwords with at least eight characters (capital and lower-case letters, symbols and numbers) without using personal information (e.g. birthdays.)
  - Remember passwords instead of writing them down and keeping them secret.
  - Change passwords promptly if they suspect a breach or when required by the organization.
7. **Internet, Email and Document Security:** Employees shall be vigilant to catch emails that carry malware or exploiting attempts.



We instruct employees to:

- Wave your mouse over a link to read and check its contents.
- Avoid opening attachments and clicking on links when content is not adequately explained (e.g. “Watch this video, it’s amazing.”)
- Check email and names of unknown senders to ensure they are legitimate.
- Look for inconsistencies or style red flags (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.)
- If an employee isn’t sure that an email they received is safe, they can ask our I.T. Staff.
- You can use tools like a redirect checker or a URL scanner.
  - i. Redirect Checker: <https://wheregoes.com/>
  - ii. URL Scanner: <https://vms.drweb.com/online/>
- If you click on something or begin to notice missing or encrypted files immediately contact and report any symptoms to our I.T. Staff.

Employees must not:

- Use any work email for any personal use.
- Share any username and password with unauthorized persons or groups.
  - Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation emails.
- Send insulting or discriminatory messages and content.
- Intentionally spam other people’s emails, including their coworkers.

8. End of list.

## **Violations**

Unacceptable use of systems is defined as usage that is not consistent with this policy or with the Staff Code of Conduct. Prohibited activities include: accessing, storing or forwarding harassing, obscene or other materials that are not conducive to a positive work environment. Inadvertent access of such material will not be considered a violation; however, storing, forwarding or printing such material (except where reporting a potential violation) shall be considered a violation of this policy and be subject to disciplinary measures.

Violations may result in disciplinary action against the employee involved, up to and including dismissal.

The Chief Executive Officer (CEO) or designate may request an audit of a user's operation of the system if abuse or contravention of this policy is suspected. There is no expectation of privacy.

The CEO will also request a regular audit of the TBPL online system and reporting of any anomalies or excessive use.

**Policy No: 5.19    LEVEL 2 CRIMINAL RECORD AND JUDICIAL  
MATTERS CHECK (CRJMC)**



Type: Human Resources

Originated: January 1, 2016

Supersedes: September 8, 2021

Amended: December 14, 2023

Related Policies: Policy 5.21 TBPL Board Members Annual Offence Declaration

### Purpose

Thunder Bay Public Library (TBPL) aims to provide a safe environment for its patrons, employees and assets (financial and otherwise).

This policy is intended to supplement any other requirements imposed by applicable legislation or standards of professional practice. The policy will be implemented in a manner consistent with the Ontario Human Rights Code, the Municipal Freedom of Information and Protection of Privacy Act, the Criminal Records Act, and any other applicable legislation.

### Scope

Everyone who works for TBPL is required to have a Criminal Record and Judicial Matter Check (CRJMC). This policy applies to full-time and part-time employees, supply and Sunday staff, pages and volunteers 18 years of age or older.

This policy applies to all agencies who provide staff that work in TBPL, including contractors, partners, Friends of TBPL, schools and colleges.

### Policy Statement

To support this goal, TBPL requires CRJMC for all those who work for TBPL.

All new hires will be required to supply at their own cost, a CRJMC, which must be obtained, or a minimum an application with proof must be made prior to the commencement of work. Failure to do so will be considered an automatic withdrawal from the competition.

A current, original CRJMC will be accepted if it has been conducted by the Thunder Bay Police within the previous six (6) months.

## **Positive Criminal Findings**

The findings of a CRJMC will not necessarily prevent the hiring of prospective employee. TBPL will consider the following;

- The nature of the offence(s)
- Circumstances surrounding the charges and convictions
  - The amount of time elapsed since date of conviction(s) Criminal

### Charges:

1. “Upon notification that a Criminal Code of Canada charge has been laid against an employee, the employee may be suspended indefinitely, and without pay”.
2. Upon finding of guilt, management will determine whether any further action is warranted.

The Community Hub Manager – Human Resources will review the criminal findings with the CEO rendering the final hiring decision



**Policy No: 5.20    WORKING FROM HOME**

Type: Human Resources

Originated: January 1, 2016

Supersedes: May 10, 2018

Amended: December 14, 2023

Related Procedure: Procedure 5.20 (a) Working from Home

Purpose

To state the Board's policy on working from home

Scope

TBPL Staff whose work can be partially conducted offsite.

Policy

Thunder Bay Public Library (TBPL) is committed to improving work life balance by offering flexible working arrangements. As part of this commitment, TBPL offers staff the opportunity to apply to work from home with the approval of the CEO.

**Policy No: 5.20    TBPL BOARD MEMBERS – ANNUAL  
OFFENCE DECLARATION**



Type: Human Resources

Originated: January 1, 2016

Supersedes: May 10, 2018

Amended: December 14, 2023

Related Policies: Policy 5.19 Police Information Checks

**Purpose**

Define the requirement for an annual offence declaration by all Board Members

**Scope**

This policy applies to all members of the TBPL Board.

**Policy**

Thunder Bay Public Library (TBPL) aims to provide a safe environment for its patrons, employees and assets (financial and otherwise). To support this goal, TBPL requires Police Information Checks (PIC) for all those who work for TBPL. Since Board Members do not interact directly with library patrons it is deemed that an official Police Information Check is not necessary. An annual offence declaration by each Board member is deemed sufficient to protect the interests of TBPL.

The policy will be implemented in a manner consistent with the Ontario Human Rights Code, the Municipal Freedom of Information and Protection of Privacy Act, the Criminal Records Act, and any other applicable legislation.

**ANNUALRENEWAL**

As a condition of continued membership on the TBPL Board a copy of the attached Annual Offence Declaration Form for Board Members will be completed by each



member in January of each year. Completed declarations will be kept on file by the Human Resources Subcommittee of the Board.

### ANNUAL OFFENCE DECLARATION FOR – TBPL BOARD MEMBERS

Please file this information

Legal Surname:	Legal First Name:
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I DECLARE

I have **no** convictions under the Criminal Code of Canada up to and including the date of this declarations for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

This declaration is dated at Thunder Bay, this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

SIGNATURE:

\_\_\_\_\_

## Policy No: 5.22 COMPENSATION FOR NON-UNION STAFF



Type: Human Resources  
Originated: May 14, 2009  
Supersedes: November 9, 2017  
Amended: December 14, 2023

Related Policies:

### Purpose

The purpose of this Board Policy is to outline the Board's direction on the compensation of Thunder Bay Public Library's non-union staff.

### Scope

This policy covers all non-union staff at the Thunder Bay Public Library, not including the CEO who is under contract with the Library Board, although similar consideration will be given to CEO compensation in order to maintain market comparability and appropriate relativity of the CEO compensation relative to direct reports.

### Background

In 2020, in order to ensure that non-union staff were being paid appropriately, a comprehensive market study was undertaken by a consultant. The study compared TBPL with 10 other libraries of similar size, complexity and operating budget. Job evaluation, pay equity and external relativity were considered, resulting in the Board being presented with a recommended salary range for non-union staff. Incumbents were placed on the scale in keeping with that salary range. New hires will be placed on the range commensurate with their experience and qualifications.

### Policy Statements

The Library will develop and maintain a competitive compensation program that enables the Library to attract and retain the staff needed to fulfill its goals. The CEO and members of the non-union group will be awarded the same Benefit plan as the bargaining units.



## Policy No: 5.23 CEO EVALUATION



Type: Human Resources  
Originated: May 14, 2009  
Supersedes: March 3, 2020  
Amended: December 14, 2023

Related Policies:

### Purpose

The purpose of this Board Policy is to outline the Board's direction on the process for the annual evaluation of Thunder Bay Public Library's (TBPL) Chief Executive Officer (CEO).

### Scope

This policy is exclusive to the Board's evaluation of the CEO. It is understood that all other staff evaluations are performed and documented by either the CEO or by TBPL supervisory staff.

### Policy Statements

The Process for the review of the CEO's performance is as follows:

The CEO performance shall be reviewed and evaluated by the Board annually during the term of the CEO's Employment Agreement in consultation with the CEO. The review may normally occur before the end of the third month after the anniversary date of each year, but the review may be postponed or delayed in appropriate circumstances as determined by the Board. The CEO shall provide any information or documentation requested by the Board in order to complete the performance review. The performance review may include, but is not limited, to an evaluation of the performance of job duties, obligations and responsibilities for the prior 12-month period, a comprehensive review of performance targets previously set by the Board to determine whether goals and objectives were reached or exceeded, statutory obligations and other matters as the Board decides are relevant.

## Policy No: 5.24 LIBRARY WELLNESS POLICY



Type: Human Resources  
Originated: May 14, 2009  
Supersedes: May 29, 2019  
Amended: December 14, 2023

Related Policies:

### **Purpose:**

The purpose of the policy is to acknowledge the importance of employee health and wellness to ensure compliance with applicable legislation/standards and to work collaboratively to support and promote actions and initiatives that are linked to creating a healthy workplace. For the purpose of this policy, health and wellness include physical, mental and social aspects.

### **Scope**

This Policy applies to all Library employees, Board members, volunteers, contractors and any other individuals employed or contracted to provide service in any capacity to the Library, collectively the "Staff".

### **Policy Statement:**

The Thunder Bay Public Library values the health and well-being of every employee. We are committed to creating a healthy workplace through the integration of leadership, organizational culture, health and safety and personal health practices. This commitment supplements the Occupational Health & Safety Policy as it will enable us to better promote health and minimize risks to health in our workplace, in turn preventing injury or illness. It will support our corporate values, helping employees to provide better customer service to residents.

We are committed to working together to:

- Implement leading practices in employee health and wellness promotion and prevention
- Encourage healthy lifestyle practices to support improvements in workplace health
- Support a healthy workplace culture
- Meet all applicable legislative and regulatory requirements; including implementing the National Standard for Psychological Health & Safety in the Workplace

- Continually monitor and improve our workplace wellness efforts to meet the changing needs of employees

Every person working for or on behalf of the Thunder Bay Public Library shares a responsibility towards achieving these commitments.

### **Non-Compliance**

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

### **CONTACT FOR INTERPRETATION**

Please contact Human Resources with any questions.

## Policy No: 5.25 ACCOMMODATION



Type: Human Resources  
Originated: May 14, 2009  
Supersedes: February 9, 2021  
Amended: December 14, 2023

Related Policies: 2.13 Accessibility for Ontarians with Disabilities

### Purpose

To define the application of Accommodation at TBPL.

### Policy Statements

This policy applies to all current employees and applicants for employment of **Thunder Bay Public Library**, including full and part-time, casual, contract, permanent, and temporary employees. This policy also applies to employees on approved leave including short and long-term disability leave.

This policy applies to all aspects of employment including, but not limited to recruitment, selection, training, promotion, transfers, work arrangements, compensation and benefits, and termination of employment.

### Scope

**The Thunder Bay Public Library Board** is committed to fostering an inclusive workplace where all employees are treated with respect

**Thunder Bay Public Library** will act in a manner consistent with its obligations under the Ontario Human Rights Code.

**Thunder Bay Public Library** will provide a workplace that ensures equal treatment free from discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability

**Thunder Bay Public Library** will provide reasonable workplace accommodation, short of undue hardship.

The purpose of accommodation is to ensure that individuals who are otherwise able to work are not discriminated against by being excluded from doing so when

working conditions can be adjusted without causing undue hardship to the employer.

## **Definitions**

An **Inclusive Workplace** means that all employees have the opportunity to contribute and participate in the workplace in a barrier free environment. Critical to the notion of an inclusive workplace is a robust accommodation policy.

**Accommodation** means taking steps to adjust rules, policies, practices or situations that have a negative impact on an individual or groups, protected under the Ontario *Human Rights Code*.

**Undue Hardship** occurs when accommodation adjustments to the workplace would be prohibitively expensive, or create undue risks to health or safety. Each situation will be viewed as unique and assessed individually.

## **Responsibilities and Expectations**

Accommodation is a shared responsibility between employees, supervisors and **Thunder Bay Public Library**, as the employer. Where an employee seeking accommodations is represented by a Union, the Union must cooperate with the accommodation process.

### **Thunder Bay Public Library is responsible for:**

- eliminating barriers that prevent people from accessing, or being included in, the workplace;
- minimizing the need for individual accommodation by regularly reviewing rules, policies, by-laws and practices to ensure that they are not discriminatory;
- ensuring that all employees and job applicants are advised of their right to be accommodated;
- dealing with requests for accommodation in a good faith, timely, confidential and sensitive manner;
- providing individual accommodation short of undue hardship; and • ensuring that this policy is effectively implemented.

### **Supervisors are responsible for:**

- fostering an inclusive work environment by treating all employees and job applicants with respect and dignity; and
- identifying and eliminating barriers that prevent people from accessing, or being included in, the workplace.

**Human Resources is responsible for:**

- dealing with requests for accommodation in a timely, confidential and sensitive manner;
- informing individuals requiring accommodation what information they need to provide to be accommodated;
- generating accommodation options based on the information provided about the individual's accommodation need(s);
- involving individuals requiring accommodation in the search for accommodation;
- initiating a discussion about accommodation when they are aware that an employee or job applicant may have a need for accommodation, but is unable, for any reason, to articulate that need;
- collaborating with the Employee, Supervisor, Union and other any other pertinent sources of information to develop an appropriate accommodation plan; and
- communicating the outcome of the review of the accommodation request to the necessary individuals.

**Employees and job applicants are responsible for:**

- making their accommodation needs known. This does not require the disclosure of the specific cause of their needs but only the effects which create the need for accommodation;
- helping to identify potential accommodation options;
- providing documentation in support of their request for accommodation, including information about any restrictions or limitations; and
- accepting an offer of accommodation that meets their needs, even if it is not their preferred accommodation option.

**Employees and job applicants can expect:**

- to be treated with respect and dignity;
- to have their needs accommodated up to the point of undue hardship; and
- to be informed of the reasons, if their accommodation request is denied.



## Policy No: 5.27 EMPLOYMENT EQUITY

Type: Human Resources  
Originated: October 7, 2021  
Supersedes: NEW  
Amended: December 14, 2023

Related Policies:

### **Purpose**

To establish the principles that lead to employment equity at TBPL.

### **Scope**

This policy covers all employees and prospective employees of the Thunder Bay Public Library. This policy takes into account issues regarding protection of privacy and freedom of information.

### **Policy**

The Thunder Bay Public Library (TBPL) is committed to a policy of fairness and full equity in employment and services in recognition of its obligations and responsibilities as an employer.

The citizens of Thunder Bay are best served by a public service which reflects the diversity of the community which it serves. This will be achieved through employment equity programs that remove barriers and monitor outcomes rather than by establishing requirements to precisely reflect the percentage of designated groups in the community.

It is the policy of the TBPL not to discriminate against persons because of their sex, race, colour, disability, age, creed, marital or family status, citizenship, ancestry, place of origin, ethnic origin, record of offences, sexual orientation, gender identity, or gender expression, except where there exists a proven, bona fide occupational qualification.

The TBPL will:

1. Hire and promote on the basis of merit and potential;
2. Compensate fairly according to the value of the work performed;
3. Remove barriers and monitor outcomes;
4. Develop mechanisms for measuring and monitoring outcomes and results;
5. Create a climate of understanding and mutual respect for the dignity of each individual.

## Policy No: 5.28 RIGHT TO DISCONNECT



Type: Human Resources  
Originated: March 7, 2022  
Supersedes:  
Amended: December 14, 2023

Related Policies: Procedure 5.28(a) Right to Disconnect

### **Purpose**

Thunder Bay Public Library (TBPL) recognizes that changes in technology have allowed employees to be constantly connected; however, the board recognizes the right of an employee to disconnect from work outside of scheduled work hours. This policy supports our commitment to support the work-life balance of our employees.

### **Scope**

This Policy applies to all Library employees.

### **Policy**

Employees have the right to disconnect from their job and any work-related tasks or communication outside of regular working hours without fear of reprisal. An employee's time outside working hours is meant for employees to recharge and spend time as they wish, and should not be used to complete work-related tasks.

The right to disconnect means that employees:

- Can and should stop performing their job duties and work-related tasks when they are not expected to work;
- Are not required to take work home with them to complete outside of regular working hours;
- Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off with the exception of unforeseen circumstances, such as an emergency;
- Should take and use all of their scheduled breaks and time off entitlements for non-work related activities; and
- Will not face repercussion or be penalized for not communicating or continuing to work outside of their regular working hours.

Employees who experience situations that are in contravention of this policy should seek guidance from Human Resources as to how to proceed.

### **CONTACT FOR INTERPRETATION**

Please contact Human Resources with any questions.



## Policy No: 5.29 ELECTRONIC MONITORING



**Thunder Bay  
Public Library**

Type: Human Resources  
Originated: September 8, 2022  
Supersedes:  
Amended: December 14, 2023

Related Policies:

### **PURPOSE**

Thunder Bay Public Library (TBPL) values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. This policy is intended to establish guidelines for TBPL practices and procedures related to electronic monitoring of employees.

### **SCOPE**

This Policy applies to all Library employees.

### **POLICY**

Thunder Bay Public Library collects information through electronic monitoring for a variety of reasons, including protecting TBPL's legal and business interests. The company will electronically monitor the following activities and procedures:

- Clocking in/clocking out – for payroll purpose to confirm hours worked by temporary or casual employees.
- Key fob – for security and staff arrival purposes. This information can be used for performance concerns which allows the Employer to determine if staff are punctual when arriving to work.
- Video surveillance – for security purpose in the event of emergency or for an investigation into an incident.

TBPL reserves the right to retrieve messages in order to assess whether the facility is being used for legitimate purposes, to retrieve information following suspected computer failure or to investigate alleged acts of wrongdoing. TBPL will not, however, monitor emails, online chats, etc. as a matter of course.

TBPL has the right, at any time when deemed necessary, to monitor and preserve any communications that utilizes the TBPL's network in any way, including data voicemail, telephone logs, internet use, network traffic etc., to determine proper utilization, regardless of the ownership status of the mobile device used to access the TBPL's network.

### **CONTACT FOR INTERPRETATION**

Please contact Human Resources with any questions.