

## Topic: Library Board By-laws

### 1.33 Board Personnel Responsibilities

Board Motion Number:	<b>23.029</b>
Date of Original Board Motion Number:	<b>January 26, 2016</b>
Date of Current Issue:	<b>May 23, 2023</b>
Date of Next Review:	<b>2027</b>
Attachments:	

Signature of Board Chairperson (and Date):

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In all employment practices, the North Kawartha Public Library Board subscribes to the provisions of the current Employment Standards Act of Ontario and of the current Ontario Human Rights Code.

The Board recognizes that, in addition to managing the physical facilities, maintaining its human resources is vital for the ability of the Library to fulfill its vision and mission in accordance with its stated values.

While the Board expects all library employees to conduct themselves in the performance of their duties in a professional manner and in a way which reflects well on the library, they realize that there may be times when an employee may have a grievance or personnel issue that requires a direct liaison to the Chair of the Board.

While the Board is ultimately responsible for all human resource functions, it designates its authority to the CEO/Librarian for the day-to-day management of the Library's human resources.

In the event of dissatisfaction or complaints concerning working conditions, salary, work load, or interpersonal conflicts, the Chair of the Board shall make every effort to resolve the problem in a timely manner.

If the problem is still unresolved in a reasonable time, the Chair of the Board will take the matter to the Board. When a grievance is directed to the Board, the Board may grant a hearing to the parties involved. The Board shall notify the parties involved, in writing of its decision concerning the grievance. The Board's decision is final.

The Chair of the Board will keep all matters directed to them confidential. Copies of all grievances or complaints along with the Chair of the Board's notes pertaining to the outcome will be kept in the personnel files.