

STAFF POLICY

Approved: November 20, 2002

Revised: January 18, 2006, August 19, 2008, November 18, 2008

Revised: June 23, 2010, August 18, 2010

1. The union collective agreement, board policy, provincial and federal statutes govern staff.
2. Use of library property for in-home use by staff is not allowed unless authorized by the Board.
3. Staff and Board members may purchase books through the Library for their personal use.
4. Retiring library staff will be recognized.
5. Staff will receive photocopying at a discount price of .10 until further notice.

Staff Travel Reimbursements

6. Board members and staff representing the library at authorized conferences, meetings and workshops are granted expense reimbursements to conform to standard business practices.
 - 6.1 To travel by automobile a kilometric rate of .40 per kilometer will be provided.
 - 6.2 Compensation for travel by vehicle will not exceed the cheapest available air travel price.
 - 6.3 A meal allowance of up to \$75 per day in the Lower Mainland and \$50 per day within the Greater Trail area will be provided upon presentation of receipts. No reimbursement for alcohol will be made.
 - 6.4 The following expenses will be reimbursed with receipts:
 - 6.4.1 Car rental, ferry fare, accommodation, taxi fare, parking fees.
 - 6.5 All reimbursement for expenses shall be on an approved form. Claims for reimbursement shall be filed within 3 days of return from the approved

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conference, workshop, meeting, or other Library business. It is the responsibility of the claimant to file his/her claim for and obtain approval. The form must be signed and appropriately completed. The Treasurer may refuse reimbursement if proper authority is lacking on any expense incurred.

Long Service Awards

7. The Board will recognize long time employee service as follows:

Twenty years' service:

7.1 Employees will receive a letter of appreciation from the Board Chairperson and a \$50 gift certificate to Lauener's Jewellers.

Twenty-five years' service:

7.2 Employees will receive a letter of appreciation from the Board Chairperson and a \$75 gift certificate to Lauener's Jewellers.

Thirty years' service:

7.3 Employees will receive a letter of appreciation from the Board Chairperson and a \$100 gift certificate to Lauener's Jewellers.

Thirty-five years' service:

7.4 Employees will receive a letter of appreciation from the Board Chairperson and a \$125 gift certificate to Lauener's Jewellers.

Staff Nametags

8. The Library Board recognizes the customer service value of the public's ability to recognize Library Assistants when performing their duties. Library Assistants will wear a nametag while working in the public services areas of the Library, or when performing service outside of the Library at public functions.

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- 8.1 Library Assistants have several options on the content of their nametags, these include:
 - 8.1.1 their first and last name and staff or job title
i.e. Pat Smith, Staff, or
Pat Smith, Children's Librarian
 - 8.1.2 their first names only
i.e. Pat
 - 8.1.3 their first name and staff or job title
Pat, Staff, or
Pat, Children's Librarian
 - 8.1.4 Staff plus a unique number or a unique job title
Staff, 107, or
Staff, Children's Librarian
- 8.2 The Library Director will wear a nametag with his/her first and last name and title.