

Category: Human Resources HR-01
Policy Name: **Human Resources Management**
Date Approved: July 26, 2017

The Lake of Bays Township Public Library Board, as employer of all Library staff, seeks to create and maintain a work environment that is conducive to attaining its vision and mission.

Policy

The terms and conditions of employment with the Lake of Bays Township Public Library will be determined by the human resources policies established by the Township of Lake of Bays unless otherwise noted in an individual Library policy.

The Library receives its human resource services from the Township of Lake of Bays (Township). The Library will continue to obtain these services from the Township for as long as the Township is prepared to provide them.

In most respects, the Library adheres to the Township's Human Resources policies and uses its training programmes, subject to any additional specialized procedures and training needs of the Library. The Library intends to continue to use the Township Human Resources (HR) policies and training programs so as to minimize cost, maximize participation, standardize knowledge and practices and avoid duplication.

For application to the Library, Township HR policies should be read as follows: for 'Township' read 'Library'; for 'Council' read 'Library Board'; for 'CAO' (or other senior Township staff) read 'CEO' or 'Branch Librarian' as appropriate. There may be instances where a policy refers to the Township or its officers and should continue to do so even though it has application to the Library; the context of the policy should make it clear that this is the case. If there is doubt as to such interpretation the matter should be referred to the Board which will decide on the interpretation in consultation with the Township CAO.

The Library is included in the Township Pay Equity Plan as posted.

In accordance with the Public Libraries Act, R.S.O. 1990, c. P.44, s15(1): The Board: *may appoint and remove such employees as it considers necessary, determine the terms of employment, fix their remuneration and prescribe their duties.*

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

Related Documents

Public Libraries Act, R.S.O. 1990, c. P44, s. 15(1)
Township of Lake of Bays Human Resources Policies

Signature of the Chairperson _____

Document Revision Record:

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