



# Otonabee-South Monaghan Public Library

Policy Type: **Human Resources**  
Policy Title: **Compensation & Benefits Policy**

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Library Board Chair: \_\_\_\_\_, Date \_\_\_\_\_

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(1) *A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.*

The Otonabee – South Monaghan Public Library Board provides competitive compensation by establishing job classes and setting wage rates and ranges of pay for those job classes. This begins with compliance with pay equity legislation, and ongoing review of market competitiveness to ensure that the Library has the capacity to recruit qualified employees by offering competitive salaries.

## Section1: Pay Equity Legislation

1. The Library Board has a pay equity plan, which follows Ontario’s Pay Equity Act.
2. The Library Board follows current pay equity legislation to score all jobs and place them into appropriate job classes.
3. Jobs are evaluated using a method that is compatible with pay equity legislation. For each job, the analysis covers:

Factors	Sub-factors
Skill	Formal education and experience
Responsibility	Freedom to act, complexity and consequences of error
Effort	Contacts, supervision, leadership, physical demands and sensory demands
Working Conditions	Disagreeable conditions

4. The Library Board will maintain the pay equity plan on an on-going basis, as new positions are created or positions altered, with significant changes to job responsibilities for an employee. A complete review of the pay equity plan will be completed once every five years.

## Section 2: Pay Grid

1. The Library has a pay grid which covers every job class and all progression steps within the job class.
2. The Library pay grid will be reviewed annually with a view to possible cost of living adjustments (also known as annual economic adjustments).
3. While maintaining the overall structure of the job classes, the Library pay grid will be reviewed every four years with a view to ensuring that the overall wages remain competitive within the market

4. All current employee's anniversary dates for purposes of pay grid movement will be January 1<sup>st</sup>.
5. The movement of new employees on the pay grid will reflect their date of hire (anniversary date) outlined in Section 3.

### **Section 3: Movement of Staff within the Pay Grid**

1. Within the pay equity plan, each position is assigned a pay band. The position will remain within that pay band, until such time as there is a review of the position within the overall pay equity plan. Within each pay band, there are 5 steps. To move up a step within a pay band, a staff member would need to demonstrate the following:

**Step 1:** (Starting step) – the assumption is that each new staff member will start at this band

**Step 2:** A staff member having completed 225 hours in a position, and having received a satisfactory performance evaluation as well as completed 2 hours of relevant training moves to Step 2 as outlined in Section 2 (A staff's training plan/goals is to be discussed with and approved by the CEO prior to undertaking training.) The CEO must begin taking EXCEL Certificate Program courses.

**Step 3:** A staff member having completed 4 years in a position from date of hire and having received a satisfactory performance evaluation and completed five hours of relevant training moves to Step 3. (A staff's training plan/goals is to be discussed with and approved by the CEO prior to undertaking training.)

**Step 4:** A staff member having completed 6 years in a position from date of hire and having received a satisfactory performance evaluation and completed ten hours of relevant training moves to Step 4. (A staff's training plan/goals is to be discussed with and approved by the CEO prior to undertaking training.) The CEO must complete the EXCEL Certificate Program.

**Step 5:** A staff member having completed 8 years in a position from date of hire and having received a satisfactory performance evaluation and demonstrates independent initiative (additional training requirements in Step 5 as directed by the CEO) moves to Step 5.

### **Section 4: Reclassification or Change of Position**

1. A person who has been employed at the Library, and who changes their job to a higher pay level, will not necessarily start at Step 1 in their new pay level. If the person has completed the EXCEL program, the modified path of movement through the steps would be that they would start at Step 2 of their new pay grade.
2. If the event that an existing position has undergone significant and/or material changes, an employee may request a review and consideration in consultation with the CEO to determine if in the magnitude of changes warrants a re-evaluation, in accordance with job evaluation standards.
3. An employee whose job is reclassified to a higher pay grade will be placed in the new grade at a level which is no less than their current salary. Any increase will be effective the date the job evaluation is finalized. Any salary change resulting from an organizational restructuring will be effective on the date the organizational changes take effect.

4. An employee, whose job is reclassified to a lower pay grade, will have their salary red-circled if their salary is higher than the maximum rate of the position in the lower pay grade for the legislated notice period, or as otherwise approved by the CEO. After which, the employee's salary will be amended to reflect the maximum rate of the lower salary range of the position. A red-circled position will not be affected by cost-of-living adjustments applied to the pay grid until such time as the position and salary level match.

## **Section 5: Benefits**

1. The Library Board contributes to the following legislated insurance plans for employees:
  - a) Employment Insurance
  - b) Canada Pension Plan
  - c) Workplace Safety Insurance

## **Section 6: Public Holidays under the *Employment Standards Act***

1. Ontario has nine (9) official public holidays. The Library will observe these nine (9) public holidays and will be closed on those days:
  1. New Year's Day
  2. Family Day
  3. Good Friday
  4. Victoria Day
  5. Canada Day
  6. Labour Day
  7. Thanksgiving Day
  8. Christmas Day
  9. Boxing Day (December 26)

## **Section 7: Specific Leaves**

1. The Library is committed to promoting and maintaining high levels of attendance in the workplace; however, it is acknowledged that there are times when an employee will need to be away from work.
2. Pregnancy and parental leave, sick leave, bereavement leave, family responsibility leave, family caregiver leave, family medical leave, critical illness leave, organ donor leave, reservist leave, child death leave, crime-related child disappearance leave, domestic or sexual violence leave, declared emergency leave and infectious disease emergency leave are different types of leaves. The purpose of the leaves, their length, and eligibility criteria are different, but each leave is separate and the right to each leave is independent of any right an employee may have to the other leave(s), even for the same event.
3. For all leaves, other than the three listed in this policy, the standards of the ***Employment Standards Act (ESA)*** will apply.
4. An unpaid leave of absence for another purpose may be granted upon written request to the Library CEO or designate. The approval process will involve consideration of the following factors: length of

employment; number of previous unpaid leaves of absence; and ability of the library to cover the employee's work during the leave of absence.

### **Leave #1 - Pregnancy and Parental Leave**

1. The [Employment Standards Act, 2000](#) (ESA) provides eligible employees who are pregnant or are new parents with the right to take unpaid time off work. The federal [Employment Insurance Act](#) provides eligible employees with maternity and/or parental benefits that may be payable to the employee during the period the employee takes an *ESA* pregnancy or parental leave.
2. **Pregnancy Leave** - In accordance with *ESA*, pregnant employees have the right to take pregnancy leave of up to 17 weeks of unpaid time off work. Employees will not be paid wages while on pregnancy leave but may be eligible for EI.
3. **Parental Leave** - In accordance with *ESA*, all new parents have the right to take parental leave of up to 61 or 63 weeks of unpaid time off work when a baby is born or child first comes into care (such as by adoption). A new parent is entitled to parental leave whether they are a full-time, part-time or contract employee if they have been employed for at least 13 weeks before commencing the parental leave. An employee must give the Library at least two weeks **written notice** before beginning such a leave and provide details on how many weeks they plan to take.
4. Documentation will be provided by the Library so that the eligible employee can receive pregnancy and/or parental benefits through the federal EI program during the period they are off on an *ESA* pregnancy or parental leave.

### **Leave #2 - Sick Leave**

1. An employee is to advise the CEO or designate prior to the beginning of the shift on the day employee takes sick leave. All sick leave shall be recorded by the CEO or designate.
2. Any sick leave of over five 5 or more days will require a sick note in accordance with current legislation.
3. An employee can take sick leave for illnesses, injuries and medical emergencies for themselves. It does not matter whether the illness, injury or medical emergency was caused by the employee or by external factors beyond their control.
4. Employees are entitled to take the leave for pre-planned (elective) surgery if it is for an illness or injury, even though it is scheduled ahead of time and not a medical "emergency" but cannot take the leave for cosmetic surgery that is not medically necessary or is unrelated to an illness or injury.
5. **Eligibility**

#### **Permanent Full-time Employees (working 35 hours per week)**

Employees earn one day of paid sick leave each month for each month worked, starting the following month. They can use this sick leave for medical appointments and may set up time off

at least seven days in advance with their manager.

Up to three of the twelve paid sick days can be used for family responsibilities. Employees can accumulate up to 48 sick days, but these days have no cash value upon leaving the Library.

#### **Permanent Part-time Employees (20 to 34 hours per week)**

For part-time employees working between 20 and 34 hours per week: Sick leave is calculated based on the full-time rate, and the same rules apply as for full-time employees."

#### **Part-time Employees (less than 20 hours per week)**

- i. Employees working less than 20 hours per week do not receive **paid** sick leave.
- ii. Such employees have the right to take up to **three (3) days of unpaid job-protected leave** each calendar year due to a personal illness, injury, or medical emergency, as provided in the ***Employment Standards Act***.
- iii. Such employees are entitled to up to three sick leave days per year once they have worked for an employer for at least two (2) consecutive weeks.
- iv. There is no pro-rating of the three-day entitlement. An employee who begins work partway through a calendar year is still entitled to three days of leave for the rest of that year. Such unused sick leave days cannot be carried over to the next calendar year.
- v. The three days of leave do not have to be taken consecutively. Employees can take the leave in part days, full days or in periods of more than one day.

### **Leave #3 - Bereavement Leave**

1. All permanent full-time and permanent part-time employees are eligible for paid bereavement leave.
2. **Eligibility**
  - a) **Permanent Full-time Employees (working 35 hours per week)**
    - i. Up to five (5) consecutive days with pay, to arrange for or to attend the funeral of a member of the employee's immediate family. The immediate family means: the employee's spouse, child, mother, father, mother-in-law, father-in-law, grandparent, brother or sister and sister-in-law, brother-in-law, daughter-in-law, son-in-law, and grandchildren, including common-law relationships standing current at the time of the leave. Where interment is later, one or more of the above days may be postponed until that date.
    - ii. In the event of a death of a niece, a nephew, cousin, an aunt or uncle, or the grandparent of an employee's spouse, the employee will be given one (1) day leave of absence without loss of pay to attend the funeral or burial.

b) **Permanent Part-time Employees (20 to 34 hours per week)**

- i. Up to a maximum of three (3) consecutive days with pay for the scheduled hours missed, to arrange for or attend the funeral of a member of the employee's immediate family. The immediate family shall mean the employee's spouse, child, mother, father, mother-in-law, father-in-law, grandparent, brother or sister and sister-in-law, brother-in-law, daughter-in-law, son-in-law and grandchildren, including common-law relationships standing current at the time of the leave.

c) **Part-time Employees (less than 20 hours per week)**

- i) In accordance with the *Employment Standards Act (ESA)*, all other employees are entitled to up to two days of unpaid job-protected bereavement leave each calendar year because of the death of family members, after they have worked for the library for at least two consecutive weeks. This bereavement leave can be taken at the time of the family member's death, or sometime later to attend a funeral or memorial service. It could also be taken to attend to estate matters.

**Related Documents:**

OSMPL HR-15 - Annual Vacation Policy

OSMPL HR-06 – Payment of Job-Related Expenses

Pay Equity Act. R.S.O. 1990, Chapter p. 7

[Employment Standards Act](#), 2000 S.O.2000, chapter 41 and [Your Guide to the Employment Standards Act](#)