

**Policy Number** 1.3  
**Title** Staff Treatment  
**Section** 1: Executive Limitations  
**Effective Date** October 27, 2004  
**Reviewed & Approved:** October 28, 2015 Board Meeting



The Cobourg Public Library recognizes the importance of its staff. Therefore, with respect to the treatment of paid staff, the Chief Executive Officer (CEO) may not cause or allow conditions which are unfair or undignified or which violate any labour and/or human rights legislation:

Accordingly, s/he may not:

1. Operate without personnel procedures that clarify personnel rules for staff, provide for effective handling of employee concerns, and protect against wrongful conditions.
2. Operate without written Job Descriptions for staff.
3. Fail to provide new employee orientation and periodic performance assessments for each staff member.
4. Fail to provide proper and sufficient training for new staff and ongoing training for all staff as required for excellent customer/patron service.
5. Operate without a staff development plan that reflects individual staff needs as well as Board *Ends* policies and priorities.
6. Prevent staff from bringing employee concerns to the Board when:
  - a) internal procedures have been exhausted, and
  - b) the employee alleges either that Board policy has been violated to his or her detriment or,
  - c) that Board policy does not adequately protect his or her rights.
7. Fail to protect the confidentiality of staff information.
8. Fail to acquaint staff with their rights under this policy.