



BC Libraries Cooperative People Policy

Approved 05.08.20. Review provisions in policy point 19.
Last updated February 8, 2023

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Introduction

People Policy Application

This People Policy applies to all BC Libraries Cooperative (the Co-op) Employees, subject to the terms set out in this People Policy. All Co-op Employees are expected to review this People Policy at least once per year and upon the announcement of any change to the People Policy. Certain sections of this People Policy also apply to Contractors, as identified.

All previous versions of this People Policy are superseded and replaced by this People Policy. This People Policy prevails to the extent of any inconsistency between this People Policy and any Co-op policy, practice, benefit plan or statement, or memoranda. However, an Employee's employment agreement prevails to the extent of any inconsistency between the employment agreement and this People Policy.

BC Libraries Cooperative Core Values

The mandate of the BC Libraries Cooperative is to help libraries help people.

Working Together

The Co-op is a member-owned community service cooperative. As a cooperative, we aspire to embody the [general principles of cooperatives](#), which we urge all staff to read, and consider how these can inform their interactions with members, with each other, and with the larger worlds of libraries and cooperatives in which we exist.

The 7 Principles of Cooperatives

Principle #1: Voluntary and Open Membership

Cooperatives are voluntary organizations, open to all people able to use its services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

Principle #2: Democratic Member Control

Cooperatives are democratic organizations controlled by their members - those who buy the goods or use the services of the cooperative - who actively participate in setting policies and making decisions.

Principle #3: Member's Economic Participation

Members contribute equally to, and democratically control, the capital of the cooperative. This benefits members in proportion to the business they conduct with the cooperative rather than on the capital invested.

Principle #4: Autonomy and Independence

Cooperatives are autonomous, self-help organizations controlled by their members. If a cooperative enters into agreements with other organizations or raises capital from external sources, it is done so based on terms that ensure democratic control by the members and maintains the cooperative's autonomy.

Principle #5: Education, Training, and Information

Cooperatives provide education and training for members, elected representatives, supervisors and employees so they can contribute effectively to the development of their cooperative. Members also inform the general public about the nature and benefits of cooperatives.

Principle #6: Cooperation Among Cooperatives

Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.

Principle #7: Concern for Community

While focusing on member needs, cooperatives work for the sustainable development of communities through policies and programs accepted by the members.

Professional Conduct

The Co-op is a distributed workforce. Co-op staff are responsible for ensuring adequate high-speed internet and telephone connectivity in their places of work. More information on ergonomic workstations and Worksafe policies of the Co-op can be found here [at this link to Policies on the Co-op website](#).

1. Employee and Contractor Definitions

- The Employer referred to in this policy is the Cooperative, The BC Libraries Cooperative (the Co-op).
- Employee in this policy refers to Regular Full-Time and Regular Part-Time Employees who are eligible for benefits. The minimum number of weekly hours required to be eligible for benefits is 22.
- Regular Full-Time Employee – is an employee who works a regularly scheduled 35 hours per week.
- Regular Part-Time Employee – is an employee who works on a regular basis, but less than the number of hours required for regular full-time employment.
- Limited Term Employee – is an employee who works for a set period on a given Co-op project. This employee is eligible to have mandatory deductions and does not take part in the Co-op's extended benefits plan or the pension plan.
- Independent Contractors are hired specifically from a special funding arrangement for a temporary period. Contract employees are not eligible for employee benefits.

2. Posting & Filling of Employee Vacancies

Job Postings

- All job postings will be made in accessible format.
- Depending on the position, some jobs may be posted internally, before being posted externally. An internal posting period will be for ten working days.

Information on Postings

- A posting should contain the following information: nature of position, qualifications, knowledge and/or education, skills, duties, and hours of work, rate of pay (i.e., full-time, part-time, etc.).
- Such qualifications and requirements shall be those contained in the job description for the position. Where no job description has been created, the qualifications and requirements shall be those necessary to perform the job functions, which may not be established in an arbitrary or discriminatory manner.

Filling of Employment Vacancies

- Selected candidates will be required to sign a letter of employment, which is a contract setting out the employee's terms and conditions of employment with the Co-op.
- Selected candidates will be required to sign a privacy and confidentiality agreement related to private and confidential information.
- Selected candidates will sign the letter of employment and confidentiality agreement prior to commencing work with the Co-op.

3. Employee Hours of Work

- The normal work-day shall be seven hours.
- The normal work week is 35 hours.
- There is one unpaid 30-minute meal period a day. Employees, upon mutual agreement with their Supervisor, may work flexible hours where operationally feasible.
- If an Employee would like to work on a statutory holiday, the Employee must obtain written approval from their Supervisor.

4. Probationary Period

- All Employees remain on probation until the successful completion of a six-month probation period during which time they are a limited term employee (LTE).
- During the probation period, each LTE will have a review at the three - month mark. At the completion of the probation period, a written evaluation shall be completed by the Employee and their Supervisor and discussed with the probationary Employee.
- At or prior to the completion of the probation period, one of three things will occur: a) Probation will end; b) Probation may be extended; or c) Employment will end. If a probation period is extended the Co-op will enter into an agreement with the employee about what the Employee must do to improve this performance during the extended probation.

5. Performance Reviews

- Performance reviews for Employees will be conducted at the end of an Employee's probation period. Then, performance reviews and one-to-one meetings will be conducted at the discretion of their Supervisor. Generally, Employee performance reviews will be conducted bi-annually.

- Performance reviews are written and take place between the individual Employee and their Supervisor. With each review, both the Employee and their Supervisor fill out the evaluation separately. Their Supervisor's evaluation is the official review; the Employee's copy will be attached to the Supervisor's. The Supervisor and Employee will meet to go over the Employee's evaluations. Both the Supervisor and the Employee member will sign the Supervisor's evaluation to indicate that they have both read it and agree with the contents. If the Employee disagrees with their Supervisor's evaluation, the Employee will particularize their disagreement in writing and sign the document, which will be appended to the evaluations.
- A copy of each written review will be kept in the Employee's confidential file. The Supervisor and the Employee can access their respective performance evaluations upon making a request to their Supervisor or the Executive Director.

6. Steps Upon Termination or Resignation of Employment

- In the event an Employee resigns from their employment or their employment is terminated for any reason, the following steps must be taken (unless it is not practical to do so):
 - An exit interview will be conducted.
 - The Employee will discuss with their Supervisor any transition steps that may need to occur.
 - The Employee will file and/or pass their work on to the appropriate person.
 - If the Employee has a company computer, then they must delete all personal emails, contacts and documents from their Co-op computer before returning it.
 - If the employee uses their own computer, then they must delete all Co-op emails, files and folders from their computer.
 - The Employee will remove all personal items and leave their work area clean for the next person to use (if applicable).
 - The employee will return their Co-op VoIP phone and any other equipment supplied to them by the Co-op.

7. Wages, Rates & Benefits

- Wages: Regular Employees' wages are paid monthly on the 15th and on the last day of the month by direct deposit.
- Upon the successful completion of their probationary period, eligible Employees will be provided with applicable benefits.
 - Regular Full-Time and Regular Part-Time Employees will be eligible to receive discretionary benefits, subject to the terms and conditions of any applicable plan. Extended Health and Dental benefits are eligible after three (3) months, and Municipal Pension Plan benefits start after six months.
 - Employees who work 22 hours a week or greater are eligible for:
 - extended medical and dental benefits provided by an outside insurer;
 - Participation in the Co-op pension plan;
 - The Co-op reserves the right to amend, eliminate, substitute or otherwise change any Employee benefit at its sole discretion, at any time and without notice, including but not limited to changes to providers, cost sharing, premium amounts, waiting periods, terms of benefits and deductibles.

The Co-op's liability in respect of any Employee benefit is limited to the Co-op's premium payments (if any) for said benefit, and the Co-op is not liable for any decision, action or inaction of the applicable benefits provider.

8. Vacation Entitlement

- Vacation entitlement for Co-op Employees shall be based on the calendar year (January 1-December 31).
- Vacation should be taken as earned, so that an Employee can, through rest and relaxation away from the work place, seek to maintain their physical and mental health. Vacation earned in excess of an Employee's minimum statutory entitlement ("surplus vacation") may be carried over from the year in which it is earned into the next year. Any surplus vacation must be used in the next fiscal year.
- Vacation will be prorated for any partial year of employment. In particular, prorated vacation shall be 1/12 of vacation entitlement for each month or portion of a month the Employee worked in the fiscal year.
- Regular Full-Time Employees accrue vacation days on a monthly basis. Regular Part-Time Employees accrue vacation days monthly on a prorated basis.
- New Employees accrue vacation from the first date of employment and must wait three full calendar months of employment before drawing from their vacation bank.

- Employees are requested to provide as much advance notice as possible (preferably one month) of their desire to take a vacation in order to allow for planning for the Employee's absence. Notice must be provided to the Employee's Supervisor, who will consider the request for vacation. A requested vacation time can be denied by their Supervisor if the timing is seen to be in conflict with organizational programs, but reasonable attempts will be made to accommodate each vacation request.
- Employees continue to accrue vacation during some types of leaves of absence.
- A maximum of ten days are eligible for carry-over into the following calendar year. Please ensure to inform your Supervisor of your intention to carry over unused vacation days, and how many days will be carried over.
- Pay in lieu of time off is not permitted, unless: (a) an Employee's employment is ending and unused vacation pay is owing; or (b) an Employee does not use their surplus vacation within the four months following the year in which the vacation was earned.

Table 1 Vacation Grid (any individual vacation entitlements in place prior to this policy will be grandfathered in)

Service Year	Vacation amount
Year 1	4 weeks (20 days)
Year 2	4.2 weeks (21 days)
Year 3	4.4 weeks (22 days)
Year 4	4.6 weeks (23 days)
Year 5	4.8 weeks (24 days)
Year 6	5 weeks (25 days) + 1 bonus week
Year 7	5.2 weeks (26 days)
Year 8	5.4 weeks (27 days)
Year 9	5.6 weeks (28 days)
Year 10	5.8 weeks (29 days) + 1 bonus weeks (5 days)*
Year 11	6 weeks (30 days)

**Bonus weeks are only available in the sixth year (or subsequent fifth year). For example, an employee will earn an extra 1 bonus week each in year 6, and an extra 1 bonus week in years 10, 15, 20, etc.*

- Vacation entitlement is prorated, based on an employee's hours of work.

9. Statutory Holiday Entitlement

- Employees shall be entitled to statutory/public holidays and statutory/public holiday pay in accordance with the applicable employment standards legislation.
- BC Stats:
 - New Year's Day
 - Family Day
 - Good Friday
 - Canada Day
 - BC Day
 - Labour Day
 - National Day for Truth and Reconciliation
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
- In addition to BC stats:
 - Easter Monday is a paid day off.
 - Annually, the Co-op office will be closed over the standard work days (Mon – Fri) that fall between the statutory holidays of Dec 25 and Jan 1. Staff will be given this time off as paid vacation additional to their allotted annual vacation amounts. Operations will resume on Jan 2 (or the first following work day if Jan 2 lands on a weekend). Supervisors will ensure minimum emergency back-up coverage is available for this period.
 - Religious observance. Staff can substitute government mandated statutory holidays for days of religious observance that are pertinent for them. Please arrange this with your Supervisor.

10. Overtime and Traded Time Off

- *Overtime* is defined as working hours above the number of hours that they are scheduled to work each work week.
- *Overtime* is a rare aspect of the Co-op's operations. To ensure effective and efficient operations, the Co-op asks that Employees who may be required to work overtime in order to complete their duties, such as coordinating or participating in events from time to time, maintain a measure of freedom during periods of time when overtime may be required. The Co-op will provide Employees with as much advance notice as possible of the need to work overtime.
- *Traded Time* – Regular Full-Time Employees are responsible for setting parameters around workload and priorities and are not eligible for overtime pay and not required to clock in and out. The expectation is that each Employee's work can be organized so that it fits in a 35-hour work-week and that no hours should be accumulating for later vacation. Traded time is provided in lieu of overtime pay.
- *Traded Time* can be used if an Employee works a week-end day instead of a weekday or for major time crunches that take up a big block of time. This time to be traded must have been approved by the Executive Director before being done and should be taken within one month of the work being done.

11. Leave and Unpaid Time Off

Employees are entitled to leaves of absence in accordance with applicable employment standards legislation. In addition, eligible Employees are entitled to the leaves of absence set out in this leave policy. If you have any questions about your eligibility for a statutory leave of absence, please contact your Supervisor.

At the request of the Employer, Employees will be required to produce documentation to support their request for and/or the continuation of a leave of absence under this policy.

Personal Leave

- Employees shall earn Personal Leave credits on the basis of 0.83 days per month (ten days/year). These credits shall be available at the beginning of each calendar year and are prorated for Part-Time Employees. [Note: Employees earn personal credits in year 1, for use in year 1.] Personal Leaves can be used for paid time off for sickness or for other personal reasons.
- The Employee is not required to explain the purpose or supply details regarding the reason for Personal Leave.
- Unused Personal Leave credits do not carry over to the next fiscal year. Personal Leave credits have no cash value; unused credits will not be paid out upon termination of an employee's employment for any reason.
- If an Employee is absent from work due to an illness or injury, the Employee may request a personal leave. During an approved personal leave, the Employee will continue to receive their full salary for as long as the Employee has Personal Leave credits banked.
- Personal Leave means the period of time an Employee is absent from work with full pay by virtue of being sick or disabled. Personal Leave is to be used for a personal reason or illness that incapacitates the Employee or when coming to work may infect other Employees, or when under examination or treatment of a physician, chiropractor, or dentist, or because of an accident.
- In the case of an extended illness, the Employer may request additional information and documentation from a health care practitioner.

Parental Leave

- In case of the birth or legal adoption of a child, the Employee shall be entitled to five days leave with pay.
- The Employer will maintain all extended medical and dental benefits for an Employee during their statutory pregnancy/parental leave.
- An Employee can add the use of available personal days to supplement their five days of parental leave.

Political Leave

- If the employee is nominated as a candidate for election at the Federal, Provincial, or Municipal level, leave of absence without pay can be requested to take part in the election campaign. At the written request of the Employee, the Employer will maintain all health and welfare and statutory benefits

during the election campaign, and the Employee shall reimburse the Employer for the cost of the benefits maintained.

- The decision of whether or not to allow political leave will be made by the Executive Director, in the Executive Director's sole discretion. In the case of the Executive Director asking for political leave, the decision will be made by the Co-op Board of Directors, in their sole discretion.

Bereavement Leave

- An Employee is entitled to five days paid leave in the event of personal illness or illness or death of a spouse or spouse equivalent, parent, child, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild or grandparent, or any other person with the approval of the Employer. With the Employer's approval, this leave may be extended:
 - by using vacation days; and/or
 - on an unpaid basis for up to one month or in accordance with applicable employment standards legislation, whichever is greater.
- If the Employee wants to terminate their benefits, they must make a request to the Employer in writing to terminate benefits.

Serious Illness Leave

- Employees who are not eligible for long-term disability benefits under the Co-op Employee benefits plan may request an extended serious illness leave.
- If the Employee does take an extended serious illness leave, the Co-op will maintain their extended health benefits for up to one year. After that time the employee could retain benefits at their own expense.
- Any Serious Illness Leave request must be supported by documentation from the Employee's physician.

Jury Duty

- The Co-op wants to support employees in fulfilling this important civic function, while maintaining the financial viability and operations of the organization. In general, the Co-op can support one staff member undertaking Jury Duty for up to a two-month period. Staff who are called upon for Jury Duty are considered to have continuous service and will continue to receive their benefits and pay during that period. If you receive notice that you are being considered for Jury Duty, please notify your Supervisor for discussion.

Unpaid Leave

- Unpaid leave is available for Employees upon completing two consecutive years employment. An Employee may apply for up to 12 months leave of absence without pay. Unless the Employer and the Employee mutually agree otherwise, an Employee shall return to regular full-time employment for at least another two consecutive years before becoming eligible for another unpaid leave of absence.
- At the written request of the Employee, the Employer will maintain all health and welfare and statutory benefits during the Unpaid Leave, and the Employee shall reimburse the Employer for the cost of the benefits maintained.
- Approval for any Unpaid Leave under this section must be obtained from the Employer in writing and shall not be unreasonably withheld.
- Unpaid leave of absence not otherwise provided for in this People Policy may be granted at the discretion of the Executive Director.
- Vacation entitlements shall not be accrued during an Unpaid Leave.
- Service credits for the purpose of calculating entitlement to notice upon termination of will be accrued during an unpaid leave.

Unpaid time off

- After one year of service Employees are eligible to take up to ten days of unpaid time off a year. Unpaid time off must be approved in advance by a Supervisor.

12. Professional Development - TBD

13. Conflict Resolution

- Complaints/concerns regarding the Executive Director should be expressed to a member of the Board of Directors.

- Complaints/concerns regarding other employee positions should be expressed to your Supervisor, unless the employee is uncomfortable discussing the issue with their Supervisor, in which case the Employee can bring the complaint/concern to the Executive Director. In case the employee is uncomfortable discussing the issue with the Executive Director, they can bring their concern to the Employee Liaison from the Board of Directors.

14. Anti-harassment Policy

- Please see [WorkSafe BC Health & Safety Policy, including Respectful Workplace Addendum](#) (accessible version pending).

15. Health and Safety

- Please see [WorkSafe BC Health & Safety Policy, including Respectful Workplace Addendum](#) (accessible version pending).

16. Expenses

- An Employee will be reimbursed for any reasonable expense incurred by the Employee while engaged in the business of the BCLC. Receipts must be provided to the Co-op within 90 days of the expense being incurred in order to receive reimbursement. Expenses must be approved in advance by their Supervisor.
- Per Diem rates: refer to the most recent Co-op per diem rates on the Co-op wiki. Per diems are provided per day to cover an Employee's meal expenses when working out-of-town. If lodging is required, that is covered in addition to the per diem. Out-of-town is defined as a trip requiring an overnight stay while engaged in the business of the Employer. All out-of-town trips must be approved in advance by the Employee's Supervisor.

17. Wages and Fees are set out in an employee's LOE with the Co-op.

Annual Increases

- The Co-op is encouraged to factor for CPI based increases each year if possible. Any CPI-based increase will be calculated in each year for application for the pay period beginning in April of that fiscal year.
- Wages will be reviewed every three years; which will generally coincide with a substantial review of this People Policy.

18. Computer Allowance

- Any employees using their own computer for work are eligible for a one-time equipment grant of \$500 to offset wear and tear on their device when coming on as a regular employee of the Co-op.
- Employees who have computers provided by the Co-op are not eligible for this allowance.
- Budget permitting, the Co-op will look at renewing the computer allowance every five years.
- As a condition of employment, you are required to supply your own computing equipment and pay all your business-related expenses other than pre-approved travel expenses outside of your local area. You may wish to complete a Canada Revenue Agency form T2200 for signature by the Cooperative, verifying expense types and amounts

19. Changes to This Policy

- The Co-op expressly reserves and retains the right to revise, modify, interpret, add, discontinue, amend or delete any plan, practice provision or policy referred to in this People Policy. Generally, the People Policy will be reviewed annually by the Executive Director for report to the Board of Directors. A substantial review of this policy will take place every three years from the last date of substantial review.
- Proposed changes to the policy with financial implications for the Co-op will be brought to the Board's Finance Committee for discussion and referred for further action, including to the Board, as needed.
- Proposed changes to the policy that may be perceived to have implications for Co-op strategic directions will be brought to the Board's Governance Committee for discussion and referred for further action, including to the Board, as needed.
- If there are no strategic or financial implications to a proposed change, then changes will be brought to the Board for information.

End (revision details follow on next page).

Revisions made to this policy since it was approved by the BCLC Board on May 8, 2020

February 8, 2023

Section 9. Statutory Holiday Entitlement

- On February 7, 2023, the province added National Truth and Reconciliation Day to the list of Provincial Statutory Holidays. This day was added to the list of Statutory Holidays in the section, and the bullet point regarding the Co-op's individual recognition of this day was removed.

January 11, 2023

Section 11. Personal Leave

- Removed point 6 regarding the use of Personal Leave for a period related to family illness as redundant given content of point 2.

Section 18. Computer Allowance

- Removed point 2 regarding Co-op owned devices as it was incorrect.

November 22, 2022

Section 8. Vacation Entitlement

- Removed 2 of the 3 points under the Vacation Grid as they were explained more fully in the following item or no longer applicable.

Section 9. Statutory Holiday Entitlement

- Removed Easter Monday from BC stats list (it is not a BC stat) and added a note below along with Sept 30.

Sections 14. / 15. Anti-harassment Policy / Health and Safety

- References to appendices changed to document hyperlinks.

June 28, 2022

Section 9. Statutory Holiday Entitlement

- Added September 30th, the National Day for Truth and Reconciliation and Orange Shirt Day, as a paid day off for Co-op staff. Staff are encouraged to use this day to learn about, reflect and act on, reconciliation and decolonization efforts in Canada and in their communities.

Section 11. Leave and Unpaid Time Off, Personal Days

- Added "The Employee is not required to explain the purpose or supply details regarding the reason for Personal Day leave."

May, 2022

Section 8. Vacation entitlement

- Added language clarifying how annual December holiday closure works.

Section 9. Holiday Entitlement

- Added wording on September 30th as a new paid day off.
- Added September 30th as a paid day off in line with the TRC recommendation.

March 31, 2021

Professional Conduct

- Changed sending readers to an appendix in this policy for information on Worksafe practices, to the Board and policy page on the Co-op website. This change was done as it is faster to update the co-op website with any Worksafe changes than doing so through the People Policy.

Section 9. Statutory Holiday Entitlement

- Added 'Easter Monday' as a paid day off for employees. The Co-op had a practice of giving staff Easter Monday as a paid day off. This day was missed in the preparation of the original People Policy.

Section 11. Leave and Unpaid Time Off

- Sick and Parental Leave. Replaced 'sick' with the word 'personal'. The change was made to better reflect the possible uses for this benefit. In particular, to provide a framework that staff can use this provision for things such as a mental health day or other personal well-being needs.
- Serious Illness Leave. Replaced 'sick' with 'serious illness' to better reflect the use of this provision.

Section 11. Leave and Unpaid time off

- Personal Days
- Clarified wording for personal day usage and calculation. Increased nine days to ten days to reflect Q1 change to the allotment. Updated the monthly calculation for accrual of personal days added some language about personal days usage.