



# Woodstock Public Library Policy

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**Policy Name:** Administrative and Management Staff Privileges

**Category:** Personnel

**Version:** 17 October 2023

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to define and outline the benefits for Administrative and Management (non-union) staff.

As Administrative and Management staff are not included in the benefits and privileges outlined in the Collective Agreement, this policy is intended to align these benefits and practices with the Agreement as well as recognize the additional requirements of Administrative and Management job classes.

## SCOPE

This policy applies to all non-union members of the Administrative team, including but not limited to the Chief Executive Officer, Administrative Assistant, and Managers.

## DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

**Administrative and Management Staff** refers to all non-unionized employees of the Woodstock Public Library, regardless of job classification or title.

**CEO** refers to the Chief Executive Officer of the Woodstock Public Library.

**Collective Agreement** refers to the current collective agreement between the Woodstock Public Library Board and the Canadian Union of Public Employees Local 1146 – Library Unit.

**Library** refers to the Woodstock Public Library.

**Lieu** refers to time taken off in compensation for hours worked beyond 35 hours per week.

**Overtime** refers to hours worked beyond the expected 35 hours per week.

## **POLICY, PROCEDURE, AND IMPLEMENTATION**

### **1.0 Benefits**

1.1 The following benefits for non-union Administrative staff shall be defined in accordance with the current Collective Agreement:

- a) Medical Benefits (Article 19.01)
- b) Group Life Insurance (Article 19.03)
- c) Retiree Benefits (Article 19.06)
- d) Paid Holidays (Article 20)
- e) Floating Holiday (Article 20.02)
- f) Vacation Entitlement (Article 21.07)
- g) Short Term Disability (Appendix B)
- h) Long Term Disability (Appendix C)

### **2.0 Overtime**

Non-union Administrative staff shall receive recognition for hours worked beyond the normal work day with the following conditions:

- 2.1 Required and authorized overtime shall be logged to confirm time earned, up to a maximum of 70 hours earned per calendar year. Exceptions to this maximum must be approved, in advance, by the CEO only in the case of extreme circumstances.
- 2.2 Time earned will be at straight time (hour for hour).
- 2.3 The employee shall be entitled to receive compensation for overtime in time off with pay (lieu).
- 2.4 Lieu time accrued in any given year may not be carried over to the following year if not used.
- 2.5 Eligible overtime includes meetings, authorized overtime, or overtime caused by emergency call-in.

### **3.0 Vacation Carryover**

- 3.1 Vacation carryover is defined in accordance with Article 21.02: Carry-over of Vacation outlined in the Collective Agreement.
- 3.2 On application to the Chief Executive Officer, up to one week of carryover vacation may be received in pay.
- 3.3 Application for payout must be received no later than the first working day in December, and shall be paid out in the last pay period of the year.

## **RELATED DOCUMENTS AND POLICIES**

Collective Agreement between the Woodstock Public Library Board and the Canadian Union of Public Employees Local 1146 – Library Unit.

Employment Standards Act

## **DOCUMENT REVISION RECORD**

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