

# **WOODSTOCK PUBLIC LIBRARY**

## *Policy Manual*

<b>Section:</b>	<b>4.</b>	Personnel
<b>Subsection:</b>	<b>4.1</b>	Administrative/Management Staff
<b>Paragraph:</b>	<b>4.1.2</b>	Benefits

Statement of Policy: To define the benefits available to the members of the Library's full-time and part-time non-union administrative team, including those benefits available under the current schedule of benefits for the unionized staff.

The following benefits for non-union administrative staff shall be defined in accordance with the current Collective Agreement in effect between the Library Board and C.U.P.E. Local 1146:

- Medical benefits (Article 19.01)
- Group Life Insurance (Article 19.03)
- Retiree Benefits (Article 19.07)
- Paid Holidays (Article 20)
- Floating Holiday (Article 20.02)
- Vacation entitlement (Article 21)
- Short term disability (Appendix B)
- Long term disability (Appendix C)
- Accumulated sick leave gratuity (City of Woodstock By-Law 5316-77)

Reference: Collective Agreement between the Woodstock Public Library Board and C.U.P.E. Local 1146 - Library Unit

***Effective Date:***        ***June 20, 1994***  
***Motion No./Date:***    ***10-56***  
***Amended Date:***       ***November 15, 2010***  
***Responsibility:***      ***Board***

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*Policy Manual*

- Section: 4.** Personnel
- Subsection: 4.1** Administrative/Management Staff
- Paragraph: 4.1.3** Overtime

Statement of Policy: Non-union Administrative Staff shall receive recognition for hours worked beyond the normal workday to a limit established by City Council.

ADMINISTRATION

Non-union Full-time Administrative Staff with one or more years of service shall, in recognition of the requirement and performance of additional hours beyond the normal workweek, for which no additional compensation is provided, be entitled to up to one additional week of vacation with pay each year.

APPLICATION

Required and authorized overtime shall be logged to confirm time earned.

Time earned will be at straight time (hour for hour).

The employee shall be entitled to receive the additional vacation in time-off with pay.

Overtime earned in any given year may not be carried over to the following year if not used.

Eligible overtime includes meetings, authorized overtime or overtime caused by emergency call-in.

*Effective Date: April 15, 2002*  
*Motion No. / Date: 02-26 April 15, 2002*  
*Amended Dates:*  
*Responsibility: Board*

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**Section:** 4. Personnel  
**Subsection:** 4.1 Administrative/Management Staff  
**Paragraph:** 4.1.4 Vacation Carryover

Statement of Policy: To provide for flexibility in situations of vacation carryover.

Currently, Non-union Administrative Staff may carry-over up to ½ their annual vacation entitlement to the following year. Additional vacation may be carried over in extenuating circumstances upon approval of the Chief Administrative Officer.

**ADMINISTRATION**

On application to the Chief Executive Officer, up to one week of carryover vacation may be received in pay.

**APPLICATION**

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.

*Effective Date:* November 15, 2010

*Motion No. / Date:* 10-56

*Amended Dates:*

*Responsibility:* Board