

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Personnel

Number:

F-IV-3

Title:

Hours of Work

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Adopted: November 20, 2002

Reviewed: December 2014; March 2015

Revised: October 15, 2008
July 2012

Policy

Staff hours of work will be outlined in the Employment agreement at the time of hire.

Procedures

1. Total weekly hours shall be assigned when hiring a new employee. Changes shall be agreed upon by the Board and CEO.
2. The weekly schedule is assigned at the discretion of the CEO and in keeping with the Employment Standards Act.