



## Human Resources Management Policy

Policy Number: 17-75

Policy Approval Date: January 9<sup>th</sup>, 2026

Policy Review Date: January 2030

---

### Definitions

HR: Human Resources

Library: Huntsville Public Library

Library Board: Huntsville Public Library Board

PLA: Public Libraries Act, R.S.O. 1990, c. P44

Town: Town of Huntsville

### Policy

The Library receives from the Town of Huntsville its Human Resources. Library staff are included in the Town's compensation program and practices, including salaries and benefits, and participate in relevant staff/leadership training opportunities.

The Library adheres to the Town's Human Resources Policy Manual. Where there is to be any change in that regard, the CEO/Chief Librarian will first discuss same with the CAO and the Town Manager of Human Resources. Areas include but are not limited to:

- Health & Safety
- Pay Equity
- Performance Management
- Recruitment
- Payroll, attendance, and seniority
- Policies and Procedures
- Harassment
- Working Alone Policy

Variances in policies and procedures to date include:

- Evaluation of the CEO/Chief Librarian Policy & Procedures

- Staff Use of Technology Policy

The Library will be responsible for budgeting and administering any costs associated to Library staff Training, Conferences and Memberships. The Library will be included in all Corporate Training opportunities at the Town's expense. The Library will continue to obtain this service from the Town for so long as the Town is prepared to provide them.

In most respects, the Library adheres to the Town's Human Resources Policy Manual and uses the training programs of the Town, subject to any additional specialized procedures and training needs of the Library Service.

In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P.44, s 15 (1): *A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.*

In all employment practices, the Library Board subscribes to the provisions of the current *Employment Standards Act of Ontario* and the current *Ontario Human Rights Code*.

## **Related Documents**

Public Libraries Act, R.S.O. 1990, c. P44, s. 15(1)  
CEO/Chief Librarian Performance Evaluation Policy  
Staff Use of Technology Policy  
Town of Huntsville Health & Safety Policy  
Town of Huntsville Human Resources Policies

## **History**

Approved by the Board January 9, 2026  
Supersedes the policy approved April 11, 2023  
Supersedes the policy approved March 8, 2022  
Supersedes the policy approved September 11, 2017 | Motion: 17-75  
Supersedes the policy approved October 14, 2014 | Motion: 14-75