
Intent

The Board of The Alberta Library will be a fair and responsible employer.

Policy

1. The Board shall comply with all relevant legislation.
2. The Board shall establish employment procedures, known as the Employee Handbook, and review them every 2 years.
3. The Chief Executive Officer is responsible for ensuring all staff members are provided with a copy of the Employee Handbook.
4. The Board is responsible for personnel matters relating to the Chief Executive Officer.
5. Staff may be allowed to work from home if it supports operational requirements.

RELATED DOCUMENTS

- *Employee Handbook*
- *Recruitment & Selection Policy*
- *Employee Records Policy*
- *OHS Policy*
- *Work from Home procedures & Safety Checklist*
- *Work from Home Agreement*

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