

**POL-ADM.2018.30** Title: *Responsibilities of the Employee/Employer Relationship*



**Type:** Human Resources  
**Authority:** CEO  
**Resolution No:** BMPL 2018-77 on 4-19-18; POL-ADM.2018.30  
**Associated Documents:**  
**Original Approval:** 04-19-2018  
**Amended On:** 04-16-2020  
**Reviewed On:**

**Purpose**

The Blue Mountains Public Library sets the responsibilities of employees to the employer, and of the employer to the employee. These responsibilities shall be clear and promoted in a manner such that each party fully understands the expectations.

**Scope**

This policy refers to all class of Personnel including employees as identified in HR 1 General.

**ADM.2018.30.1 Attendance**

1. Personnel shall:
  - 1.1. Attend work regularly and on time;
  - 1.2. Dress professionally at all times. If they are unsure of professional attire they should speak with their direct supervisor;
  - 1.3. Give six weeks notice for vacation or leave requests (in order to meet pre-release of monthly schedule). Any request received within a minimum two (2) weeks will be entertained; and
  - 1.4. Give immediate notice upon registering for school/courses which limits the regular availability of scheduling (typically no less than six-weeks notice to onset of school);
  - 1.5. In the event of sick leave, phone the supervisor at home by 8:00am for morning shifts, and at the Library by 11:00am for afternoon and evening shifts.
  - 1.6. The Blue Mountains Public Library and CEO shall make available a schedule of the month with a minimum of two (2) weeks' notice of scheduling.

**ADM.2018.30.2 Resignation**

1. Personnel shall:
  - 1.1. Give at least two (2) weeks written notice of resignation;
  - 1.2. Return all property to the BMPL, including access codes, technology, and keys;
  - 1.3. Reimburse any amounts owed to the employer, if any, within the next pay period.
2. The Blue Mountains Public Library and CEO shall:
  - 2.1. Pay the employee accrued lieu time, accrued annual leave time, or outstanding unpaid wages for time worked.