

# **COLLECTIVE AGREEMENT**

**between**

**Canadian Union of Public Employees  
Local 1652.01**

**and**

**Brock Township Public Libraries**

**Expiry: March 31, 2026**

## TABLE OF CONTENTS

<b>ARTICLE 1 – PREAMBLE</b> .....	<b>5</b>
<b>ARTICLE 2 – MANAGEMENT RIGHTS</b> .....	<b>5</b>
2.02 NOT DISCRIMINATORY.....	5
<b>ARTICLE 3 – RECOGNITION AND NEGOTIATIONS</b> .....	<b>6</b>
3.01 BARGAINING UNIT .....	6
3.03 NO OTHER AGREEMENTS .....	6
<b>ARTICLE 4 – NO DISCRIMINATION</b> .....	<b>6</b>
4.01 THE EMPLOYER SHALL NOT DISCRIMINATE .....	6
<b>ARTICLE 5 – UNION SECURITY</b> .....	<b>6</b>
5.01 ALL EMPLOYEES TO BE MEMBERS .....	6
<b>ARTICLE 6 – CHECK-OFF OF UNION DUES</b> .....	<b>7</b>
<b>ARTICLE 7 – THE EMPLOYER AND THE UNION SHALL ACQUAINT NEW EMPLOYEES</b> .....	<b>7</b>
7.01 NEW EMPLOYEES.....	7
7.02 COPIES OF AGREEMENT .....	7
<b>ARTICLE 8 – CORRESPONDENCE</b> .....	<b>7</b>
8.01 CORRESPONDENCE .....	7
<b>ARTICLE 9 – LABOUR MANAGEMENT RELATIONS</b> .....	<b>8</b>
9.01 REPRESENTATION .....	8
9.02 BARGAINING COMMITTEE .....	8
9.03 FUNCTION OF BARGAINING COMMITTEE .....	8
9.04 MEETING OF COMMITTEE.....	8
9.05 LABOUR MANAGEMENT COMMITTEE.....	8
9.06 TIME OFF FOR MEETINGS.....	8
<b>ARTICLE 10 – RESOLUTIONS AND REPORTS OF THE LIBRARY BOARD</b> .....	<b>9</b>
10.01 EMPLOYER SHALL NOTIFY UNION .....	9
10.02 COPIES OF RESOLUTIONS.....	9
<b>ARTICLE 11 – REPRESENTATION</b> .....	<b>9</b>
11.01 ELECTION OF STEWARDS/REPRESENTATIVES .....	9
11.02 NAMES OF STEWARDS/REPRESENTATIVES .....	9
11.03 PERMISSION TO LEAVE WORK.....	10
<b>ARTICLE 12 – GRIEVANCE PROCEDURE</b> .....	<b>10</b>
12.01 DEFINITION OF GRIEVANCE .....	10
12.02 SETTLING OF GRIEVANCES .....	10
12.03 POLICY GRIEVANCES.....	11

12.04	REPLIES IN WRITING.....	11
12.05	FACILITIES FOR GRIEVANCES.....	11
12.06	SUPPLEMENTARY AGREEMENTS.....	11
12.07	FAILURE TO ACT WITHIN TIME LIMITS .....	11
<b>ARTICLE 13 – DISCHARGE, SUSPENSION AND DISCIPLINE .....</b>		<b>12</b>
13.01	DISCHARGE PROCEDURE .....	12
13.02	MAY OMIT GRIEVANCE STEPS .....	12
13.03	DISCIPLINE PROCEDURE.....	12
13.04	PERSONNEL RECORDS.....	12
<b>ARTICLE 14 – ARBITRATION .....</b>		<b>13</b>
<b>ARTICLE 15 – SENIORITY .....</b>		<b>14</b>
15.01	SENIORITY DEFINED.....	14
15.02	SENIORITY LIST.....	14
15.03	PROBATIONARY EMPLOYEES.....	14
15.04	LOSS OF SENIORITY.....	14
<b>ARTICLE 16 – PROMOTION AND STAFF CHANGES.....</b>		<b>15</b>
16.01	JOB POSTINGS.....	15
16.02	EXTERNAL POSTINGS.....	15
16.03	METHOD OF MAKING APPOINTMENT.....	15
16.04	TRIAL PERIOD.....	16
16.05	INTERIM PROMOTIONS REQUIRING HIGHER QUALIFICATIONS .....	16
16.06	UNION NOTIFICATION.....	16
16.07	PROMOTION OF LIBRARY CLERK I TO LIBRARY CLERK II.....	17
16.08	MINIMUM QUALIFICATION FOR CURRENT JOB CLASSIFICATIONS .....	17
<b>ARTICLE 17 – LAYOFFS AND RECALLS .....</b>		<b>17</b>
17.01	DEFINITION OF LAYOFF.....	17
<b>ARTICLE 18 – HOURS OF WORK.....</b>		<b>19</b>
18.01	BREAK PERIOD.....	19
18.02	WORKING SCHEDULE.....	20
18.03	RIGHT OF REFUSAL .....	20
18.04	SHARING OF OVERTIME.....	20
<b>ARTICLE 19 – OVERTIME .....</b>		<b>20</b>
19.03	OVERTIME.....	20
<b>ARTICLE 20 – HOLIDAYS .....</b>		<b>21</b>
20.01	PAID HOLIDAYS .....	21
<b>ARTICLE 21 – VACATIONS.....</b>		<b>21</b>
21.02	(I) VACATION ENTITLEMENT SHALL BE:.....	21
21.04	ADDITIONAL HOLIDAYS BEYOND TWO WEEKS OF CLOSURE.....	22

<b>ARTICLE 22 – LEAVE OF ABSENCE .....</b>	<b>22</b>
22.01 LEAVE WITHOUT PAY .....	22
22.02 UNION LEAVE .....	22
22.03 REQUESTS IN WRITING .....	23
22.04 BEREAVEMENT LEAVE .....	23
22.05 PREGNANCY/PARENTAL LEAVE .....	23
22.06 JURY DUTY .....	23
<b>ARTICLE 23 – PAYMENT OF WAGES AND ALLOWANCES .....</b>	<b>23</b>
23.01 PAY DAYS.....	23
23.02 MILEAGE ALLOWANCE .....	24
23.03 EDUCATION ALLOWANCE .....	24
<b>ARTICLE 24 – JOB CLASSIFICATION AND RECLASSIFICATION.....</b>	<b>24</b>
24.01 JOB CLASSIFICATIONS.....	24
24.02 NO ELIMINATION OF PRESENT CLASSIFICATION.....	24
24.03 CHANGES IN CLASSIFICATION .....	24
24.04 NEW JOB CLASSIFICATION .....	25
<b>ARTICLE 25 – BENEFITS .....</b>	<b>25</b>
25.01 PENSION PLAN .....	25
25.02 SICK LEAVE PLAN .....	25
<b>ARTICLE 26 – TECHNOLOGICAL CHANGE .....</b>	<b>26</b>
<b>ARTICLE 27 – GENERAL CONDITIONS.....</b>	<b>26</b>
27.01 PLURAL OR MASCULINE.....	26
27.02 BULLETIN BOARDS .....	27
27.03 STRIKES AND LOCKOUTS .....	27
27.04 USE OF EMAIL.....	27
27.05 USE OF VOLUNTEERS .....	27
27.06 TEMPORARY EMPLOYEES.....	27
<b>ARTICLE 28 – TERM OF AGREEMENT.....</b>	<b>28</b>
<b>SCHEDULE A.....</b>	<b>29</b>
<b>JOB DESCRIPTION .....</b>	<b>31</b>
JOB TITLE: COORDINATOR LIBRARY SERVICES AND MARKETING/ADMINISTRATIVE ASSISTANT .....	31
JOB TITLE: TECHNOLOGY & COLLECTIONS COORDINATOR.....	32
JOB TITLE: OUTREACH AND PROGRAMMING COORDINATOR.....	34
JOB TITLE: LIBRARY ASSISTANT 2.....	36
JOB TITLE: LIBRARY ASSISTANT.....	38
JOB TITLE: LIBRARY BRANCH RELIEF .....	39
JOB TITLE: STUDENT LIBRARY ASSISTANT .....	40
<b>LETTER OF UNDERSTANDING BETWEEN CUPE LOCAL 1652.01 .....</b>	<b>43</b>
RE: EMERGENCY RESPONSE COMMITTEE (ERC) .....	43

## **ARTICLE 1 – PREAMBLE**

**1.01** WHEREAS it is the desire of both parties to this Agreement:

- 1) To maintain and improve the harmonious relations and settled conditions of employment between the Employer and the Union.
- 2) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, benefits, etc.
- 3) To encourage efficiency in operation.
- 4) To promote the morale, well being and security of all employees in the bargaining unit of the Union.

**1.02** AND WHEREAS it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an agreement.

NOW THEREFORE, the parties agree as follows:

## **ARTICLE 2 – MANAGEMENT RIGHTS**

**2.01** The Union recognizes that it is the function of the Employer to exercise the regular and customary function of Management and to direct the working forces of the Employer, subject to the terms of this Agreement, and without restricting the generality of the foregoing, the Employer may:

- a) Maintain order, discipline and efficiency;
- b) Operate and manage all affairs of the Organization;
- c) Direct the working forces, including the right to select, hire, discipline, demote, discharge with just cause, transfer, assign to shifts, promote, classify, layoff, recall and suspend Employees;

### **2.02 Not Discriminatory**

The parties agree there shall be no discrimination within the meaning of the Ontario Human Rights Code against any employee by the Union or the Employer.

## **ARTICLE 3 – RECOGNITION AND NEGOTIATIONS**

### **3.01 Bargaining Unit**

The Employer recognizes the Canadian Union of Public Employees and its Local #1652-01 as the sole and exclusive Collective Bargaining Agency for all of its Employees save and except the position of Chief Executive Officer.

### **3.02 Work of the Bargaining Unit**

Persons whose regular jobs are not in the bargaining unit shall not regularly work on any jobs which are included in the bargaining unit except for purposes of instruction, experimentation, or in emergencies when regular employees are not available. The intent of this clause shall be such that no bargaining-unit employee's job shall be adversely affected.

### **3.03 No Other Agreements**

No employee shall be required or permitted to make any written or verbal agreement which may conflict with the terms of this Agreement unless agreed to by the Union.

## **ARTICLE 4 – NO DISCRIMINATION**

### **4.01 The Employer Shall Not Discriminate**

The Employer and the Union recognize the application of the Ontario Human Rights Code in the employment relationship between the Employer and the bargaining unit, and both parties agree to abide by the terms of the Ontario Human Rights Code in all matters pertaining to the employment relationship between the Employer and the bargaining unit. The parties further agree that all instances of workplace harassment shall become subject to the provisions of Article 12 should they not be resolved on an informal basis.

## **ARTICLE 5 – UNION SECURITY**

### **5.01 All Employees to be Members**

All employees of the Employer, included in the bargaining unit, as a condition of continuing employment, shall become and remain members in-good-standing of the Union, according to the Constitution and Bylaws of the Union. All future employees of the Employer shall, as a condition of continued employment, become and remain members in-good-standing in the Union upon completion of the probationary period with the Employer.

## **ARTICLE 6 – CHECK-OFF OF UNION DUES**

**6.01** The Employer shall deduct from every employee within the bargaining unit any monthly dues, initiations, or assessments levied, in accordance with the Union Constitution and/or Bylaws, and owing by the employee to the Union.

### **6.02 Deductions**

Deductions shall be made each biweekly payroll period and shall be forwarded to the Secretary Treasurer of the Union not later than the 15<sup>th</sup> day of the month following, accompanied by a list of the names and addresses of all Employees from whose wages the deductions have been made. The Union shall provide the Employer with the names and address of the Secretary Treasurer.

## **ARTICLE 7 – THE EMPLOYER AND THE UNION SHALL ACQUAINT NEW EMPLOYEES**

### **7.01 New Employees**

The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union security and dues check-off. The Employer shall notify the Union of all hirings of new employees within ten (10) days of receipt of the signed offer of employment.

### **7.02 Copies of Agreement**

On commencing employment, Management shall introduce the new Employee to their Union Representative who will provide them with a copy of the Collective Agreement.

## **ARTICLE 8 – CORRESPONDENCE**

### **8.01 Correspondence**

All correspondence between the parties arising out of this Agreement, or incidental thereto, shall be addressed, except where specifically provided to this contrary, as follows:

To The Employer: Chief Executive Officer  
Brock Township Public Library Board

To The Union: To the contact person of the Union Committee as selected from time to time, and communicated to the Employer, in writing, annually or within two (2) weeks of a change.

## **ARTICLE 9 – LABOUR MANAGEMENT RELATIONS**

### **9.01 Representation**

The Union and the Employer shall each have the right, at any time, to have the assistance of an authorized representative of the Canadian Union of Public Employees or outside counsel when dealing or negotiating with each other. The Representative of the Canadian Union of Public Employees shall have reasonable access to the Employer's premises, on notification to the Employer, in order to assist in the settlement of a grievance.

### **9.02 Bargaining Committee**

A Union Bargaining Committee shall be appointed to consist of not more than three (3) members of the Union as appointees of the Union. The Union will advise the Employer of the Union nominees to the Committee.

### **9.03 Function of Bargaining Committee**

All matters of mutual concern (other than grievances and matters properly dealt with by the labour management committee) pertaining to collective bargaining shall be referred to the Bargaining Committee for discussion and settlement.

### **9.04 Meeting of Committee**

In the event that either party wishes to call a meeting of the Labour Management Committee, the meeting shall be held at a time and place fixed by mutual agreement.

### **9.05 Labour Management Committee**

Management and the Union recognize the importance of maintaining Employee and Employer relations and, to that end, agree to participate in semi-annual meetings or as may be required from time to time, to discuss matters of mutual interest to improve their relationship. The Committee shall consist of two (2) representatives from Management and two (2) representatives chosen by the Union from the Union.

### **9.06 Time Off for Meetings**

Any representative of the Union on the Bargaining Committee or Labour Management Committee who is in the employ of the Employer, shall have the privilege of attending Bargaining Committee or Labour Management Committee meetings.

All Executive members of the Union or any person serving on any committee for the Union shall be paid for such hours as required to meet with the Employer. Employees shall be paid their normal regular hourly rate for all hours spent with the Employer.

## **ARTICLE 10 – RESOLUTIONS AND REPORTS OF THE LIBRARY BOARD**

### **10.01 Employer Shall Notify Union**

The Employer agrees that any reports or recommendations about to be made to the Library Board, dealing with matters of policy and conditions of employment and which affect employees within this bargaining unit, shall be communicated to the Union in time to afford the Union a reasonable opportunity to consider them and, if thought necessary, of speaking to them when they are dealt with by the Library Board.

### **10.02 Copies of Resolutions**

Copies of all Motions, Resolutions and Bylaws or Rules and Regulations, Public Minutes, adopted by the Library Board which affect the members of this Union are to be forwarded to the Union.

## **ARTICLE 11 – REPRESENTATION**

### **11.01 Election of Stewards/Representatives**

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint or elect a Unit Chairperson, Steward(s) and/or Representative(s), whose duties shall be to assist any employee they represent in preparing and in presenting their grievance in accordance with the grievance procedure.

### **11.02 Names of Stewards/Representatives**

The Union shall notify the Employer, in writing, of the Unit Chairperson and the name of each Steward and/or Representative before the Employer shall be required to recognize them.

### **11.03 Permission to Leave Work**

The Union acknowledges that the Unit Chairperson, Steward and/or Representative will continue to perform their regular duties on behalf of the Employer, and that such persons will not leave their duties without first obtaining the permission of the CEO or designate and on completion of such duties shall report back to them, or to any job to which they have previously directed them and give any reasonable explanation which may be requested with respect to their absence. Such permission shall not be withheld unreasonably.

**11.04** At any meeting during which an employee is to receive a written warning, suspension, or discharge, as well as accommodation and investigation meetings, the employee has the right to union representation. An employee's request for union representation at other meetings with management will not be unreasonably denied provided the meeting will not be unduly delayed to accommodate the request.

## **ARTICLE 12 – GRIEVANCE PROCEDURE**

### **12.01 Definition of Grievance**

A grievance under this Agreement shall be defined as any difference or dispute between the Employer and any employee(s) or the Union which cannot be resolved at the conclusion of a discussion that results in agreement between the Employer and any employee(s) or the Union.

### **12.02 Settling of Grievances**

An earnest effort shall be made to settle any potential grievance fairly and promptly in the following manner:

#### **Step 1**

An employee having a grievance shall present it to their Union Steward/ Representative.

#### **Step 2**

If the Union Steward/Representative considers the grievance justified, they shall submit a written grievance, and the redress sought within five (5) business days of the event giving rise to the grievance to the CEO or their designate.

### **Step 3**

The CEO or their designate shall meet with the employee and their Union Steward/Representative within five (5) business days of receipt of the written grievance in order to try to resolve the grievance and render a decision within seven (7) business days from the date of such meeting.

### **Step 4**

If the parties at this Step are unable to reach a satisfactory settlement at Step 3, then the matter shall be referred to arbitration within fifteen (15) business days, as defined in the Ontario Labour Relations Act. Prior to going to arbitration, each party has the right to request mediation as an alternate solution.

#### **12.03 Policy Grievances**

Where a group of employees, or the Union, has a grievance, Steps 1 and 2 of Article 12.02 may be bypassed upon written notice being given to the CEO that such action is being taken.

#### **12.04 Replies in Writing**

Replies to grievances shall be in writing at all stages.

#### **12.05 Facilities for Grievances**

The Employer shall supply the necessary facilities for the grievance meetings.

#### **12.06 Supplementary Agreements**

Supplementary Agreements, if any, shall form part of this Agreement and are subject to the grievance and arbitration procedure.

#### **12.07 Failure to Act Within Time Limits**

Failure of the grievor, or the Union, to process a grievance to the next Step in the grievance procedure, within the time limit specified, shall not be deemed to have prejudiced the Union on any future identical grievance.

Time limits in this grievance procedure may be extended by mutual agreement of the parties. A written request for an extension to the time limits in this grievance procedure submitted prior to the time limit at the applicable Step of the grievance procedure shall not be unreasonably denied.

**12.08** The “days” referred to in this Article are normal working days, excluding Saturdays, Sundays and designated holidays and any other days the library is closed.

**12.09** In the event the Employer has a grievance, the CEO shall file the grievance in writing within five (5) working days of the circumstances giving rise to a grievance with the Unit Chair or designate of the bargaining unit who shall confer with the CEO within twenty (20) working days of the receipt of such grievance. In the event the Representative(s) of the bargaining unit do not provide redress satisfactory to the Employer, the CEO may process the grievance to arbitration in accordance with the arbitration provisions as set out in this Agreement.

## **ARTICLE 13 – DISCHARGE, SUSPENSION AND DISCIPLINE**

### **13.01 Discharge Procedure**

An Employee who has completed their forty-five (45) shift probationary period may be dismissed but only for just cause and only upon the authority of the Employer. When an Employee is discharged or suspended, such Employee and the Union shall be advised promptly, in writing by the Employer, of the reason for such discharge or suspension.

### **13.02 May Omit Grievance Steps**

An employee considered by the Union to be wrongly discharged or suspended shall be entitled to a hearing under Article 12, Grievance Procedure. Steps 1 and 2 of the grievance procedure shall be omitted in such cases.

### **13.03 Discipline Procedure**

Discipline is deemed to be any form of verbal or written reprimand or the application of other consequences up to and including discharge. The bargaining-unit members shall have the right to the assistance of an authorized representative of the Canadian Union of Public Employees, Union Steward or Local Executive Board Member, once notice is served that discipline will be imposed, but not during the course of performing their regular employment duties.

### **13.04 Personnel Records**

An Employee shall have the right, at a mutually agreed upon time, to access and to review their personnel record in the presence of Management.

**13.05** No employee covered by this Agreement shall be disciplined or discharged before an investigation is made and until such person has received written notice, with a copy to the Union, containing reasons for the action taken or to be taken. The written notice is to be presented at a meeting. The Union shall be notified and shall attend the meeting in accordance with Article 11.04.

**13.06** Discipline shall be removed from an employee's record after twenty-four (24) months of active employment following receipt of such discipline provided that there has been no discipline of the same subject matter.

## **ARTICLE 14 – ARBITRATION**

**14.01** Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable or where an allegation is made that this Agreement has been violated, either party may, after exhausting any grievance procedure established by this Agreement, notify the other, in writing, of its desire to submit the difference or allegation to arbitration, in accordance with the procedure set out in Article 12.02.

The parties shall appoint an individual to act as Arbitrator of the grievance referred to arbitration. If the parties fail to agree upon an Arbitrator, the appointment shall be made by the Ministry of Labour upon request of either party. The Arbitrator shall hear and determine the difference or allegation and shall issue a decision and the decision shall be final and binding upon the parties and upon any employee affected by it.

No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance.

The parties will jointly share the expenses of the Arbitrator, if any.

The Arbitrator shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify or amend any part of this Agreement.

## **ARTICLE 15 – SENIORITY**

### **15.01 Seniority Defined**

Seniority is based on the length of continuous employment with the Employer since the last date of hire. This will include service with the Employer prior to Certification of the Union. An employee shall be credited with seniority for hours they would have normally worked during an absence due to accredited vacation and due to accredited sick leave unless the sick leave is greater than one (1) year. In the event that an employee is absent due to illness for a period greater than one (1) year they shall stop accruing seniority. It is understood that such an employee shall be credited with the seniority for the one (1) year absence and that they not lose their seniority unless for reasons set out in Article 15.04.

### **15.02 Seniority List**

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards twice yearly, in January and July of each year.

### **15.03 Probationary Employees**

Newly hired Employees shall be considered as being on a probationary basis until they have worked a total of forty-five (45) shifts from the date of hiring. During the probationary period, Employees shall be entitled to all rights and privileges of this Agreement except with respect to discharge. The employment of such Employees may be terminated at any time during the probationary period without recourse to the grievance procedure. After completion of the probationary period, seniority shall be effective from the original date of employment.

### **15.04 Loss of Seniority**

An employee shall not lose seniority rights if they are absent from work because of sickness, accident, layoff or leave of absence approved by the Employer.

An employee shall only lose their seniority in the event:

- 1) The employee is discharged for just cause and not reinstated.
- 2) The employee resigns in writing. An employee who resigns shall have the right to rescind their resignation within forty-eight (48) hours from the submission of their intent to resign.
- 3) The employee is absent from work in excess of five (5) working days without notifying the Employer, unless such notice was not reasonably possible.

- 4) The employee fails to return to work within seven (7) calendar days following a layoff and after being notified by registered mail to do so, unless through sickness or just cause. It shall be the responsibility of the employee to keep the Employer informed of their current address.
- 5) The employee is laid off for a period of more than one (1) year.

## **ARTICLE 16 – PROMOTION AND STAFF CHANGES**

### **16.01 Job Postings**

When new jobs or vacancies are created, these positions will be posted via email to all current Employees and will remain internal postings for a period of five (5) working days during which time all present Employees, who are qualified in accordance with the minimum standards as stated in the posted Job Descriptions, are invited to apply. In order to be eligible for the posted position, a qualified Employee must apply, in writing, within the five (5) working day period. Such notice shall contain the current Job Description as approved by the Board in addition to place of employment and hours of work. (Refer to Schedule B: Job Descriptions for Brock Township Public Library System.)

If no current Employees are qualified then current Employees, who are not qualified, may apply to such positions if they agree, in writing, to become qualified to the minimum standards within an acceptable period of time as determined by mutual discussion. If hired to the new or vacated position, failure to become qualified to the minimum standards within this mutually agreed upon time period will result in the loss of the new position. Every reasonable effort will be made to re-assign the demoted Employee to a lower level of Job Classification within the system. Should there be no position available, termination of employment may result.

### **16.02 External Postings**

Management reserves the right to advertise outside the bargaining unit for new jobs or vacancies if no qualified Employees are currently available.

### **16.03 Method of Making Appointment**

Promotions and/or transfers within the bargaining unit will be based primarily on qualifications, skills, and ability of the employees concerned to meet the normal requirements of the job. When two (2) or more employees are determined to be relatively equal in qualifications and skills, seniority shall govern.

#### **16.04 Trial Period**

A successful applicant from within the bargaining unit who is qualified according to the minimum standards and is promoted to fill a new job or vacancy shall be placed on trial for a period of forty-five (45) shifts. Conditional on satisfactory service, such trial promotion shall become permanent after the period of forty-five (45) shifts has been completed. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or the Employee finds themselves unable to perform the duties of the new job classification, they shall be returned to their former position without loss of seniority and wage or salary. Any other Employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position without loss of seniority and wage or salary.

If the successful applicant is not qualified according to the minimum standards, then the promotion shall continue on an interim basis beyond the initial trial period of forty five (45) shifts until such time, as previously agreed upon, as the successful applicant attains the minimum stated qualifications for the new or vacant position. Failure to become qualified will invoke the conditions as previously set out in Article 16.01.

If an applicant from outside the bargaining unit is hired for the new job or vacancy, they shall be appointed on a probationary basis and, if unsuccessful during the forty five (45) shift probationary period, shall be terminated as an Employee of the system as per Article 15.03.

#### **16.05 Interim Promotions Requiring Higher Qualifications**

In the event the CEO or designate approves the appointment of a non-qualified employee from within the bargaining unit to temporarily fill a higher rated job classification on an interim basis, the employee shall be paid the minimum rate for the higher rated job classification.

#### **16.06 Union Notification**

The Union shall be notified of all appointments, hiring, layoffs, transfers, recalls and termination of employment.

### **16.07 Promotion of Library Clerk I to Library Clerk II**

When an employee in a Library Clerk I position has completed (1) one year of employment in a Library Clerk I position with BTPL and has had a successful job evaluation or appraisal and possesses the minimum qualifications for Library Clerk II, they shall apply, in writing, to the CEO to be promoted to Library Clerk II. Management shall accept such application and act upon it in a timely fashion. Remuneration for the new position shall be retroactive to the date of application. In the event the Employee demonstrates they have the necessary qualifications prior to completing a year of employment of Library Clerk I, the Employer may use their discretion to promote the Employee earlier.

### **16.08 Minimum Qualification for Current Job Classifications**

All current members of the bargaining unit shall obtain the minimum qualifications of their current Job Classification (see Schedule B) within a reasonable time, not to exceed a maximum of three (3) years. Under extreme circumstances, the employee may apply to the Employer for an extension of one (1) additional year to complete the qualification process. The Board will support each employee financially, as per Article 23.03 in the endeavour. Failure to become qualified will result in demotion to a lower job classification with accompanying salary adjustment, or, in extreme cases of failure to qualify, possible discharge.

## **ARTICLE 17 – LAYOFFS AND RECALLS**

### **17.01 Definition of Layoff**

A layoff shall be defined as either a temporary or a permanent reduction in the work force, an elimination of a position, or a reduction in the regular hours of work as defined in this agreement. A permanent layoff shall be defined as one which last longer than thirteen (13) weeks.

### **17.02 Notice of Layoff to Employees**

Unless legislation is more favourable to the employees, the Employer shall notify employees who are to be laid off 28 calendar days prior to the effective date of layoff. If the employee has not had the opportunity to work the days as provided in this article, they shall be paid for the days for which work was not made available.

### **17.03 Notice of Layoff to Union**

In the event of a proposed layoff, the Employer shall, prior to issuing notices of layoffs:

- (a) Provide to the Union Chair, notification of the proposed layoffs or staff reduction proposals.
- (b) Relay to the Union the reasons for the layoffs and rationale for the decisions, and the extent of same.

#### **17.04 Rights of Employees Receiving Notice of Layoff of Displacement**

An employee who is laid off shall have the right to either:

- (a) accept the layoff and work the notice period; or
- (b) displace an employee who has lesser bargaining unit seniority and whose job is in the same or a lower job class provided that the employee is able to perform the normal requirements of the job. An employee must notify the employer within seven (7) days of receipt of the notice of layoff of their decision to displace another employee. Any employee so displaced shall be deemed to have been laid off, and shall thereupon be entitled to all rights and privileges as set out in this Article; or
- (c) elect to provide written notice of acceptance of the layoff to the Employer within seven (7) days of receipt of the notice of layoff, and receive the greater of:
  - i) pay in lieu of notice as required by the Employment Standards Act; or
  - ii) pay in lieu of notice as required by the Collective Agreement;and any severance pay required by the Employment Standards Act.

#### **17.05 Role of Seniority in Layoffs**

In the event of a layoff, employee shall be laid off in the reverse order of their bargaining unit-wide seniority provided those retained can fulfil the normal requirements of the available jobs as defined in the approved position description.

#### **17.06 Recall Procedure**

An employee who is laid off, or displaced as a result of a layoff, shall have the right of recall to the job held prior to the layoff or displacement, in the event that such job becomes vacant within twenty-four (24) months of the later of the expiry of the notice period or the date of the notice of displacement. Job vacancies shall be provided to all employees on recall for twenty-four (24) months.

**17.07 Employee Recalled to Different Classification**

An employee recalled to work in a different classification or position from which they were laid off shall have the privilege of returning to the position they held prior to the lay-off should it become vacant within six (6) months of being recalled and/or within twelve (12) months of being laid off.

**17.08 No New Employees**

No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, or have been found unable to perform the work available or those with reduced hours, if qualified to do the work, have had their hours increased back to their previous hours of work.

**17.09 Preference for Temporary Vacancies**

Employees on lay-off shall be given preference for temporary vacancies which are expected to exceed ten (10) working days. An employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on lay-off. Accepting a temporary vacancy will not change any rights to recall for a permanent position.

**17.10 Benefits While on Layoff**

In the event of a layoff where an employee is subject to recall, the Employer shall continue to reimburse Health Claims as per Article 25.03, for a period of three (3) months.

**17.11 Grievance on Layoff and Recalls**

Grievances concerning layoffs and recalls shall be initiated at Step 1 of the Grievance Procedure.

**ARTICLE 18 – HOURS OF WORK**

**18.01 Break Period**

Employees shall be permitted one (1) fifteen (15) minute paid break period for any shift of three (3) hours or more. If scheduled to work for more than five (5) consecutive hours, Employees shall receive a second fifteen (15) minute paid break during the second half of the shift or may choose to combine both breaks into one (1) half hour break to allow for a meal break. The time of the break period shall be at the discretion of Management.

## **18.02 Working Schedule**

The Schedule for hours of work shall be posted via email to all current Employees for a minimum of two (2) weeks in advance of the scheduled work period. The posted schedule for hours of work may be changed due to unforeseeable circumstances beyond the control of the Employer.

## **18.03 Right of Refusal**

Should an employee be required to work an additional shift, either due to an illness or due to the Employer scheduling an additional shift:

- a) the employee shall have the right to refuse.
- b) the shift shall be in addition to the employee's already scheduled shifts and no employee shall experience a reduction in their schedule as a result of working the additional shift.

## **18.04 Sharing of Overtime**

Overtime and call back time shall be divided equitably among the Employees who are willing, able and qualified to perform the work that is available.

**18.05** Shifts made available due to scheduled vacations and leave of absence requested at least two (2) weeks before the release of the Working Schedule will be scheduled on the basis of seniority amongst employees available and qualified to perform the work.

## **ARTICLE 19 – OVERTIME**

**19.01** Overtime will be paid in accordance with the provision of The Employment Standards Act.

**19.02** Time spent by an employee at a conference or workshop, which an employee agrees in consultation with the Employer, to attend, or time spent on associated travel, shall not be considered overtime.

## **19.03 Overtime**

With approval from the Employer, Employees may attend conferences, courses or workshops; and, the registration fees, related mileage and wage for scheduled work time will be paid.

**19.04** All overtime must be authorized in advance by a representative of the Employer.

- 19.05** Overtime, as set out herein, shall only be recognized when the employee is required to work more than twenty (20) minutes beyond their scheduled work day.
- 19.06** Attendance at staff meetings, outside an Employee's scheduled hours of work shall be a requirement of employment and shall be paid at the Employee's regular hourly rate. Management will consider written absence requests on a case-by-case basis and such requests will not be unreasonably denied.

Management will endeavour to schedule staff meetings on those days that Brock Township Public Library is operational.

**ARTICLE 20 – HOLIDAYS**

**20.01 Paid Holidays**

The following holidays are recognized as time off with pay, subject to the terms of the Employment Standards Act, for all Employees. When there is a paid holiday, every reasonable effort will be made to change and equalize the schedule so that any reduction in hours paid is shared among the staff:

New Year's Day	Good Friday	Easter Monday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving Day	Christmas Day
Boxing Day	Christmas Eve Day	Family Day

**ARTICLE 21 – VACATIONS**

**21.01** For the purpose of computing entitlement for vacations, the vacation year shall be considered as being from January 1<sup>st</sup> to December 31<sup>st</sup>.

**21.02 (i) Vacation entitlement shall be:**

- a)** From one (1) to three (3) years of continuous employment - 2 weeks.
- b)** After three (3) years of continuous employment - 3 weeks.
- c)** After eight (8) years of continuous employment - 4 weeks.
- d)** After thirteen (13) years of continuous employment - 5 weeks.
- e)** After eighteen (18) years of continuous employment – 6 weeks.

- 21.02 (ii) a)** Employees not yet entitled to vacation time shall be paid according to the Employment Standards Act (four percent (4%) in lieu of vacations)
- b)** Student Assistants who qualify for vacation shall have the choice of accepting vacation time or four percent (4%) in lieu of vacation.
- c)** Any unused vacation credits shall be paid out on the last pay in December of each year.

**21.03** The Brock Township Library System shall continue to close for two (2) weeks each calendar year; and, all Employees will take two (2) weeks of their paid holidays during these times. The first week of closure shall begin on the final Monday of August with regular schedules resuming on the Tuesday immediately following the Labour Day Holiday Monday. The second week of closure shall begin on Christmas Eve Day, with schedules resuming on the next regular scheduled work day following January 1<sup>st</sup>. Paid holidays during these weeks, as per Article 20.01 shall be recognized and remunerated in addition to each closure period.

**21.04 Additional Holidays Beyond Two Weeks of Closure**

Any additional week(s) of earned vacation may be taken throughout the calendar year with the approval of Management after consideration of the impact on the work requirement during the proposed holiday period, given the responsibilities of the individual's job classifications. These additional holidays shall be agreed upon by the Employee and Management, with subsequent vacation schedules being posted by May 1<sup>st</sup> of each year. The resulting vacation schedule shall not be changed unless mutually agreed upon by the Management and the Employee.

**21.05** An employee's vacation week shall be not less than the contracted hours in all bargaining unit positions, over the previous calendar year.

**ARTICLE 22 – LEAVE OF ABSENCE**

**22.01 Leave Without Pay**

The Employer may grant a leave of absence, without pay and without loss of seniority or occupational classification, to an employee requesting such leave for good and sufficient cause.

**22.02 Union Leave**

Leave of absence without pay and without loss of seniority shall be granted, upon request to the Employer, to employees elected or appointed to represent the Union at Union conventions or seminars.

### **22.03 Requests in Writing**

All requests for a leave of absence shall be in writing and replies to such shall be in writing.

### **22.04 Bereavement Leave**

An employee shall be granted five (5) consecutive calendar work days' leave without loss of salary or wages in the case of the death of a husband, wife, child/children, common-law spouse, and three (3) regularly scheduled consecutive work days' leave without loss of salary or wages in the case of the death of a parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent or grandchild.

An employee will be granted a further day on the above entitlements to be used if an internment and/or a day of celebration occurs at a later date.

### **22.05 Pregnancy/Parental Leave**

An employee who qualifies for pregnancy or parental leave under The Employment Standards Act shall be entitled to a leave of absence pursuant to The Employment Standards Act.

### **22.06 Jury Duty**

An employee required to stand for jury selection or serve as a juror and who, therefore, is unable to perform their regular shift, shall be entitled to receive for each day of absence, the difference between their regular straight time rate for all hours lost and the amount of jury fee received, provided the employee furnishes the Employer with a Certificate of Service signed by The Clerk of the Court, showing the amount of jury fee received during the normal work week.

## **ARTICLE 23 – PAYMENT OF WAGES AND ALLOWANCES**

### **23.01 Pay Days**

The Employer shall pay salaries and wages bi-weekly in accordance with Schedule "A" attached hereto and forming part of this Agreement. On each payday, each employee shall be provided with an itemized statement of their wages and deductions.

### **23.02 Mileage Allowance**

Employees who are required by the Employer to use their own vehicle on Library business shall be reimbursed mileage in accordance with Brock Township Mileage Policy.

### **23.03 Education Allowance**

The Employer shall pay the full cost of any OLS EXCEL module of instruction required by the Employer for an Employee to qualify for their current Job Classification or to better their job performance within the current Job Classification. In the event that such a course is not an OLS EXCEL module, the maximum remuneration per course or module shall not be greater than the current cost of an OLS EXCEL module. Enrollment in any such courses must be approved in advance by the employer. Approval shall in all cases be at the discretion of the employer.

The Employer shall pay for OLS EXCEL modules directly. All other courses shall be reimbursed upon completion. The Employee shall reimburse the Employer for the full cost incurred by the Employer in the event that the Employee is not successful in completing the course requirements including the receipt of a certificate, if offered.

## **ARTICLE 24 – JOB CLASSIFICATION AND RECLASSIFICATION**

### **24.01 Job Classifications**

The Employer agrees to remunerate Job Classifications for which the Union is the bargaining agent according to the current Pay Equity Agreement and the current Collective Agreement, and draw up Job Descriptions that will be appended to Schedule B of the current Collective Agreement.

### **24.02 No Elimination of Present Classification**

Existing classifications shall not be eliminated without prior agreement with the Union.

### **24.03 Changes in Classification**

When the complexity of duties in a job classification results in an increased volume of work or when the duties of a job classification are significantly changed, or where the Union and/or an Employee feels they are unfairly or incorrectly classified according to the 2004 Pay Equity Agreement, a new job classification may be set up subject to the terms of the 2004 Pay Equity Agreement with an accompanying Job Description appended to Schedule B.

#### **24.04 New Job Classification**

When any position not covered by Schedule "A" is established during the term of this Agreement, a job evaluation process will be undertaken and a new job classification may be established subject to the terms of the 2004 Pay Equity Agreement with an accompanying Job Description appended to Schedule B.

### **ARTICLE 25 – BENEFITS**

#### **25.01 Pension Plan**

The Employer shall continue to contribute under The Canada Pension Plan and under The Ontario Municipal Employees Retirement System for each eligible employee who makes contributions under the respective Plans.

#### **25.02 Sick Leave Plan**

Effective January 1, 2014 Employees shall be entitled to sick leave hours at the rate of four-point eight percent (4.8%) of the base hours of work agreed upon in each letter of offer or subsequent correspondence pertaining to base hours. After three (3) consecutive shifts an Employee may be required to provide the Employer with a doctor's certificate or note. All costs incurred in obtaining a doctor's certificate or note required by the Employer, shall be paid by the Employer.

Sick leave means the period of time an employee is permitted to be absent from work with pay by virtue of being sick or disabled, quarantined by exposure for contagious disease, or because of an accident for which compensation is not payable under the Workplace Safety and Insurance Act, 1997.

Employees shall be able to utilize up to the equivalent of (4) sick days in order to attend doctor's appointments, dental appointments; and in order to engage in personal preventative medical health and mental wellness with approval of the CEO. It is understood that this shall include paramedical services. On request, employees may be required to show proof of medical, dental, or paramedical care or other professional services provided by a recognized practitioner as the case may be, such as a receipt for services.

In the case of illness of a member of an employee's immediate family, where there is no one other than the employee who can provide for the needs of the ill person, the employee may, with the approval of the CEO, use sick days to care for the ill family member. The employee may be asked to provide reasonable verification of the absence due to illness of a family member.

**25.03** Employees are entitled to present receipts for medical, paramedical and other professional services provided by a recognized practitioner (as listed on the Canada Revenue website) and not otherwise reimbursed, to the employer for reimbursements within that calendar year. The receipts will be covered up to a maximum of \$825 retroactive to January 1, 2024 for all staff in the Clerk 1, 2 and 3 classifications. Staff in the Student Library Assistant classification would be covered up to a maximum of \$350.

Employees shall submit receipts for services within the calendar year that they were incurred. For services incurred during the period of the second week of closure outlined in Article 21.03, reimbursements will be processed the following year.

Reimbursements will increase by \$25 each January 1<sup>st</sup> for the remainder of this Collective Agreement.

## **ARTICLE 26 – TECHNOLOGICAL CHANGE**

**26.01** The Canadian Union of Public Employees and the Brock Township Public Library Board recognize that the acquisition of technological knowledge and skills is an accepted and expected condition of employment within the field of librarianship. The Employer shall give the Union notice, as far in advance as possible, of upcoming technological changes which are likely to lead to layoffs or reduced normal hours of work and prior to introduction of any such technological change, to discuss with the Union the nature of the change, the date on which the changes may take place, approximate number and location of employees likely to be affected and the nature of the effects, proposed training as well as minimize any adverse effects upon bargaining-unit members as a result of the technological change.

**26.02** Where new or greater skills are required than are already possessed by affected employees, under the present methods of operation, such employees shall be afforded the opportunity for retraining by the Employer.

## **ARTICLE 27 – GENERAL CONDITIONS**

### **27.01 Plural or Masculine**

Whenever the singular or feminine is used in this Agreement, it shall be considered as if the plural or masculine has been used where the context of the party or parties hereto so require.

## **27.02 Bulletin Boards**

The Employer shall provide a bulletin board at each Branch, which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

## **27.03 Strikes and Lockouts**

There shall be no strike or lockouts during the term of this Agreement.

## **27.04 Use of Email**

All staff members will be supplied with a brocklibraries.ca email account which is accessible on at least one designated workstation at each branch and is the property of the Employer. Employees are expected to access their accounts at least once during each shift, and to respond accordingly and in a timely fashion.

## **27.05 Use of Volunteers**

The parties recognize the importance of volunteers and agree that the following work be performed by the bargaining-unit Employees. Volunteers shall not undertake direct customer circulation duties, negotiate queries, provide reader's advisory, or undertake in-house cataloguing and classification.

No Employee covered by this Collective Agreement shall be laid off or experience a reduction in their hours of work as a result of the Employer's use of volunteers.

## **27.06 Temporary Employees**

The Employer may hire individuals as project Employees who shall be excluded from the Collective Agreement. Such project Employees may only be excluded under this clause if:

- a) the project is for a specified time frame
- b) the project is specifically funded by a special allocation or grant from the Federal, Provincial, Municipal or Regional Government or other agency
- c) the Union is advised prior to placement of an individual in a project

It is further agreed that the Union shall be informed of any extension or renewal of the project beyond the initial time frame. The use of a project Employee is not intended to erode the work of the bargaining unit and is not intended for performing regular ongoing library functions.

**27.07** The Employer may accept students from accredited educational institutions and government funded programs for training placement periods for the duration of the project or placement. They shall not be considered as Employees. Their use will not result in the layoff or failure to recall of bargaining-unit Employees.

**27.08** The Employer agrees to advise the Union of any hiring or placement pursuant to Articles 27.06 and/or 27.07 above prior to the commencement of the project. The Employer agrees that the hiring of project or placement Employees will not result in the layoff or failure to recall of bargaining-unit Employees.

## **ARTICLE 28 – TERM OF AGREEMENT**

**28.01** This Agreement will become effective on the 1<sup>st</sup> day of April 2023, and remain in effect until the 31<sup>st</sup> day of March 2026, and from year to year thereafter unless either party gives notice, in writing, not more than sixty (60) days prior to the expiration date in any year of its desire to amend same.

**SCHEDULE A**

**BROCK TOWNSHIP PUBLIC LIBRARY BOARD**


	<b>April 1, 2023</b>	<b>April 1, 2024</b>	<b>April 1, 2025</b>
<b>Annual Increase</b>	<b>3.00%</b>	<b>3.00%</b>	<b>3.50%</b>
<b>Clerk III - Tech &amp; Collections</b>	\$32.36	\$33.33	\$34.50
<b>Clerk III - Outreach &amp; Programming</b>	\$32.36	\$33.33	\$34.50
<b>Clerk III - Marketing &amp; Admin</b>	\$32.36	\$33.33	\$34.50
<b>Clerk II</b>	\$28.83	\$29.69	\$30.73
<b>Clerk I</b>	\$25.37	\$26.13	\$27.04
<b>Branch Relief</b>	\$25.37	\$26.13	\$27.04
<b>Student - Over 18</b>		Current minimum wage + 11%	
<b>Student - Under 18</b>		Current minimum wage + 11%	

In WITNESS THEREOF, the Parties hereto have executed this Agreement by their proper officers.

Signed this 13<sup>th</sup> day of March, 2026.

For the Canadian Union of Public Employees, and its Local 1652.01:

For Brock Township Public Library:

 PE Local 1652.01 Unit Chair (Mar 13, 2026 15:26:09 EDT)

*Claire Doble, Brock Township Public Library Board Chair*  
Claire Doble, Brock Township Public Library Board Chair (Mar 16, 2026 15:01:35 EDT)

## JOB DESCRIPTION

<b>JOB INFORMATION</b>	
<b>Job title: Coordinator Library Services and Marketing/Administrative Assistant</b>	Level: Clerk 3
Reports to: CEO	Supervision: trains and supervises other staff and volunteers.
Date: July 2013	Location: has system-wide responsibilities and is required to work at any of Library's locations.

<b>JOB SUMMARY</b>
Coordinates the effective marketing and delivery of Library services across the Brock Township Public Library system; plans, delivers, and assesses library service to the public, provides front-line public service; coordinates/assesses the development, creation, effectiveness of library service marketing tools/resources; acts as the Administrative Assistant to the CEO

<b>RESPONSIBLE FOR:</b>
<ul style="list-style-type: none"> <li>• Deliver front-line service.</li> <li>• Coordinate the delivery of effective, consistent, relevant public services across all branches.</li> <li>• Coordinate the gathering/reporting of relevant data/statistics re: public service.</li> <li>• Work with CEO to assess community services, needs and expectations.</li> <li>• Design, implement and assess new services.</li> <li>• Work in cooperation with the Coordinator of Outreach and Programming to provide a wide range of programs across the library system.</li> <li>• Work in cooperation with the Coordinator of Technology and Collection Development to ensure that staff/public have the appropriate tools/resources to ensure high quality public service.</li> <li>• Work in cooperation with the Coordinator of Technology and Collection Development to ensure the library website is user friendly, accessible and current.</li> <li>• Work with CEO/staff to design marketing tools/resources that raise awareness of library services within the community.</li> <li>• Attend/report to the Library Board as requested.</li> <li>• Assist CEO with budget development.</li> <li>• Coordinate collection development/maintenance activities.</li> <li>• Work with CEO and Coordinators to develop procedures for library service delivery.</li> <li>• Train/supervise branch library staff and volunteers.</li> <li>• Ensure safe operation of library facilities.</li> <li>• Provide performance management input to CEO.</li> <li>• Scheduling.</li> <li>• Provides administrative support to CEO.</li> <li>• Cash management.</li> <li>• Purchasing and receiving of supplies.</li> </ul>

**WORKING ENVIRONMENT:**

- Other duties as assigned.
- 
- Rapidly changing, highly automated public service environment.
- Requires day, evening and weekend shifts at any of the Library's locations.
- Occasionally stressful when serving users.
- Involves standing, computer and electronic device usage, and occasional light physical exertion such as: pulling, lifting and carrying materials, boxes and equipment.

**QUALIFICATIONS:**

- Diploma in Library Techniques or an equivalent combination of education and experience.
- Minimum 1 years' experience in a public library or related environment.
- Demonstrated experience with computers and technology including library related systems/databases.
- Excellent interpersonal/team leadership skills.
- Training/supervisory experience an asset.
- Valid Ontario Driver's License and reliable vehicle.

**COMPETENCIES:**

- Effective organizational skills.
- Current knowledge of a broad range of library services/resources/trends.
- Ability to use judgment/initiative.
- Comfortable providing library service in person, over the telephone, via electronic communications.
- Strong reference interview skills, ability to refer users to appropriate external resources when required.
- Effective problem solving skills.
- Ability to accept responsibility/accountability for decisions/actions.
- Solid project management skills.
- Excellent written/oral communication skills.

**JOB DESCRIPTION**

<b>JOB INFORMATION</b>	
<b>Job title: Technology &amp; Collections Coordinator</b>	Level: Clerk 3
Reports to: CEO	Supervision: trains and supervises other staff and volunteers.
Date: July 2013	Location: has system-wide responsibilities and is required to work at any of Library's locations.

**JOB SUMMARY**

Coordinates the technology infrastructure required to deliver collections and services. Delivers public services.

**RESPONSIBLE FOR:**

- Identifying, recommending and coordinating the implementation of the library's technology infrastructure (computers, website, integrated library system, printers, content devices, peripherals, etc.).
- Effective maintenance of technology infrastructure.
- Coordinating system-wide trouble-shooting.
- Identifying and recommending suppliers of content.
- Maintaining supplier relationships and recommending changes as needed for both technology-based and content suppliers.
- Overseeing the acquisition, processing and delivery of collection content to branches.
- Delivering circulation and information services to the public.
- Collaborating with other Coordinators, CEO and staff to ensure the effective and efficient delivery of system-wide library services.
- Assisting the CEO with hiring new library staff and student assistants.
- Assisting the CEO in establishing and analyzing performance measures.
- Providing performance management input to the CEO.
- Training and supervising other staff and volunteers.
- Safe operation of Library facilities.
- Preparing statistics and reports as required.
- Performing other duties as assigned.

**QUALIFICATIONS:**

- Diploma in Technology or Computer Studies or an equivalent combination of education and experience.
- 12 months' library or related experience.
- Demonstrated proficiency with all areas of information technology.

**WORKING ENVIRONMENT:**

- Rapidly changing, highly automated public service environment.
- Requires day, evening and weekend shifts at any of the Library's locations.
- Occasionally stressful when serving users.
- Involves standing, computer and electronic device usage, and occasional light physical exertion such as: pulling, lifting and carrying materials, boxes and equipment.

**COMPETENCIES:**

- Performs duties with judgment and initiative.
- Organizes work effectively.

## Customer service:

- Provides excellent service in-person, on the telephone and via electronic communications that is customized to meet the needs of individual users.

- Recognizes when to refer users or questions to other staff or organizations.

**Project Management:**

- Proven ability to plan and manage projects which may involve multiple vendors and technological components or devices.

**Problem-solving and decision-making:**

- Looks for alternate solutions to problems; knows when to proceed with a solution or make a decision independently and when to seek help or guidance from other staff.
- Readily accepts responsibility and accountability for decisions.

**Team work:**

- Excellent team leadership and people skills.
- Works congenially with all library staff, volunteers, and vendors.

**Communication:**

- Excellent written and oral communication skills.
- Excellent interpersonal skills and the ability to interact with a variety of stakeholders.
- Fluency in English (verbal, writing and reading).

**Technology:**

- Highly proficient in operating computers, technology, software and applications used in the Library.
- Advanced knowledge of current and evolving information technologies and applications; understands their potential benefits and drawbacks.
- Continually seeks ways of improving technology-related operations and services using a variety of evaluative methods.

**JOB DESCRIPTION**

<b>JOB INFORMATION</b>	
<b>Job title: Outreach and Programming Coordinator</b>	Level: Clerk 3
Reports to: CEO	Supervision: trains and supervises other staff and volunteers.
Date: July 2013	Location: has system-wide responsibilities and is required to work at any of Library's locations.

<b>JOB SUMMARY</b>
Coordinates outreach and programming initiatives to increase the Library's profile within the community. Delivers public services. Assists with marketing.

--

**RESPONSIBLE FOR:**

- Coordinating the planning, design, and delivery of outreach programs to promote library services.
- Collaborating and assisting Library Services/Marketing Coordinator with the creation and distribution of approved media communications.
- Liaising with designated community groups to identify and maintain partnerships.
- Identifying and recommending mutually-beneficial initiatives with partners.
- Developing programming for the library system.
- Collaborating with Services/Marketing Coordinator with organizing and delivering programs for people of all ages.
- Delivering circulation and information services to the public.
- Collaborating with other Coordinators, CEO and staff to ensure the effective and efficient delivery of system-wide library services.
- Assisting the CEO with hiring of new library staff and student assistants.
- Assisting the CEO in establishing and analyzing performance measures.
- Providing performance management input to the CEO.
- Training and supervising other staff and volunteers.
- Safe operation of library facilities.
- Preparing statistics and reports as required.
- Performing other duties as assigned.

**QUALIFICATIONS:**

- Diploma in marketing, community relations or related discipline or an equivalent combination of education and related experience.
- 12 months' related experience in a marketing or communication role in a public service environment.
- Library experience an asset.
- Demonstrated experience with computers and technology (Microsoft Office, library-related online databases, etc.).

**WORKING ENVIRONMENT:**

- Meetings may take place offsite (e.g. within the community, at partners' offices, etc.)
- Rapidly changing, highly automated public service environment.
- Requires day, evening and weekend shifts at any of the Library's locations.
- Occasionally stressful when serving users.
- Involves standing, computer and electronic device usage, and occasional light physical exertion such as: pulling, lifting and carrying materials, boxes and equipment.

## JOB DESCRIPTION

<b>JOB INFORMATION</b>	
<b>Job title: Library Assistant 2</b>	Level: Clerk 2
Reports to: CEO	Supervision: May assist Student Library Assistants and volunteers with basic tasks at the direction of the Coordinators and/or CEO
Date: July 2013	Location: Required to work at any of Library's locations.
<b>COMPETENCIES:</b>	
<ul style="list-style-type: none"> <li>• Performs duties with judgment and initiative.</li> <li>• Organizes work effectively.</li> </ul> <p>Customer service:</p> <ul style="list-style-type: none"> <li>• Provides excellent service in-person, on the telephone and via electronic communications that is customized to meet the needs of individual users.</li> <li>• Recognizes when to refer users or questions to other staff or organizations.</li> </ul> <p>Programming/Outreach:</p> <ul style="list-style-type: none"> <li>• Proven ability to:               <ul style="list-style-type: none"> <li>• Design/deliver effective programs for all ages.</li> <li>• Develop programming materials/packages.</li> <li>• Develop relationships with community agencies, organizations and groups.</li> </ul> </li> </ul> <p>Problem-solving and decision-making:</p> <ul style="list-style-type: none"> <li>• Looks for alternate solutions to problems; knows when to proceed with a solution or make a decision independently and when to seek help or guidance from others.</li> <li>• Readily accepts responsibility and accountability for decisions.</li> </ul> <p>Team work:</p> <ul style="list-style-type: none"> <li>• Excellent team leadership and people skills.</li> <li>• Works congenially with all library staff, volunteers, and vendors.</li> </ul> <p>Communication:</p> <ul style="list-style-type: none"> <li>• Excellent written and oral communication skills.</li> <li>• Excellent interpersonal skills and the ability to interact with a variety of stakeholders.</li> <li>• Fluency in English (verbal, writing and reading).</li> <li>• Proven ability to develop and manage effective media relations programs, and produce media communications.</li> </ul> <p>Technology:</p> <ul style="list-style-type: none"> <li>• Excellent keyboarding and computer skills.</li> <li>• Highly skilled to operate the software and computers used for administrative purposes.</li> <li>• Knowledgeable with the online content sources, applications and technology used in the Library</li> <li>• Compent in the use of a variety of social media applications.</li> </ul>	

**JOB SUMMARY**

- Delivery public services including, but not limited to, circulation, reference, computer assistance, programming and collection maintenance; support library services through content selection, interlibrary loan process, technology support and procedures development/documentation.

**RESPONSIBLE FOR:**

- Delivering circulation and information services to the public.
- As assigned assist with: selecting/ordering materials; designing/delivering programs; collection management tasks (weeding, gap analysis, promotion, etc.); assist with the development/documentation of front-line procedures; assist with training of new staff; gather statistics/data as required; safe operation of library facilities; assist with technology maintenance; processing/repair of materials; overdues; interlibrary loan processes.

**QUALIFICATIONS:**

- Diploma in Library Techniques or an equivalent combination of education and experience.
- Minimum 1 years' experience in a public library or related environment.
- Demonstrated experience with computers and technology including library related systems/databases.
- Excellent interpersonal/team leadership skills.
- Training/supervisory experience an asset.
- Valid Ontario Driver's License and reliable vehicle.

**WORKING ENVIRONMENT:**

- Rapidly changing, highly automated public service environment.
- Requires day, evening and weekend shifts at any of the Library's locations.
- Occasionally stressful when serving users.
- Involves standing, computer and electronic device usage, and occasional light physical exertion such as: pulling, lifting and carrying materials, boxes and equipment.

**COMPETENCIES:**

- Performs duties with judgment and initiative.
- Organizes work effectively.
- Good understanding of public library services.
- Provides excellent service, in-person, by telephone, and via electronic communications.
- Recognizes when to refer users or questions to other staff or organizations.
- Good problem solving abilities.
- Works well in a team environment.
- Good written and oral communication skills.
- General technology and ILS literacy.

**JOB DESCRIPTION**

<b>JOB INFORMATION</b>	
<b>Job title: Library Assistant</b>	Level: Clerk 1
Reports to: CEO	Supervision: may assist Student Library Assistants and volunteers with basic tasks at the direction of the Coordinators and/or CEO.
Date: February 2011	Location: as assigned; may be required to work at any of Library's locations.

<b>JOB SUMMARY</b>
Provides a range of front-line public service and support duties.

<b>RESPONSIBLE FOR:</b>
<ul style="list-style-type: none"> <li>• Delivering circulation and information services to the public.</li> <li>• Assisting with:             <ul style="list-style-type: none"> <li>• data entry.</li> <li>• displays, promotional materials and programs.</li> <li>• document creation (booklists, etc.).</li> <li>• inter-library loans and inter-branch loans.</li> <li>• receiving and preparing deliveries.</li> <li>• processing and repairing materials.</li> <li>• collection maintenance (e.g. shelving, shifting, weeding, screening and sorting donations, etc.).</li> </ul> </li> <li>• Safe operation of library facilities.</li> <li>• Trouble-shooting and addressing problems with equipment and technology as needed.</li> <li>• Preparing statistics and reports as required.</li> <li>• Performing other duties as assigned.</li> </ul>

<b>QUALIFICATIONS:</b>
<ul style="list-style-type: none"> <li>• Secondary school diploma or equivalent.</li> <li>• 2 years' experience in public service or library environment.</li> <li>• Demonstrated expertise with computers and technology (Microsoft Office, Email, etc.).</li> </ul>

<b>WORKING ENVIRONMENT:</b>
<ul style="list-style-type: none"> <li>• Rapidly changing, highly automated public service environment.</li> <li>• Requires day, evening and weekend shifts at any of the Library's locations.</li> <li>• Occasionally stressful when serving users.</li> <li>• Involves standing, computer and electronic device usage, and occasional light physical exertion (e.g. pulling, lifting and carrying materials, boxes and equipment).</li> </ul>

**COMPETENCIES:**

- Performs duties with judgment and initiative.
- Organizes work effectively.
- General understanding of public library services.

**Customer service:**

- Provides excellent service in-person, on the telephone and via electronic communications that is customized to meet the needs of individual users.
- Recognizes when to refer users or questions to other staff or organizations.

**Problem-solving and decision-making:**

- Looks for alternate solutions to problems; knows when to proceed with a solution or make a decision independently and when to seek help or guidance from other staff.

**Team work:**

- Works congenially with all library staff, volunteers, and vendors.

**Communication:**

- Good written and oral communication skills.
- Fluency in English (verbal, writing and reading).

**Technology:**

- Good keyboarding and computer skills.
- Familiarity with and able to operate the software, online content sources, applications and technology used in the Library.

**JOB DESCRIPTION**

<b>JOB INFORMATION</b>	
<b>Job title: Library Branch Relief</b>	Level: Clerk 1
Reports to: CEO	Supervision: May assist Student Assistants and volunteers with basic tasks at the direction of the Coordinators and/or CEO.
Date: July 2013	Location: Required to work at any of Library's locations.

<b>JOB SUMMARY</b>
Provides staff relief as required.

<b>RESPONSIBLE FOR:</b>
<ul style="list-style-type: none"> <li>• Deliver front-line service</li> <li>• Assist with: displays; programming; interlibrary/branch loans/receiving and preparing deliveries; collection maintenance; processing/repairing materials; safe operation of library facilities; recording statistics/data as required; trouble-shooting/addressing equipment/technology problems as needed; other duties as assigned</li> </ul>

**WORKING ENVIRONMENT:**

- Rapidly changing, highly automated public service environment.
- Requires day, evening and weekend shifts at any of the Library's locations.
- Occasionally stressful when serving users.
- Involves standing, computer and electronic device usage, and occasional light physical exertion such as: pulling, lifting and carrying materials, boxes and equipment.

**QUALIFICATIONS:**

- Secondary school diploma or equivalent.
- Experience in a public service or library environment.
- Demonstrated expertise with computers and technology.
- Valid Ontario Driver's License and reliable vehicle.

**COMPETENCIES:**

- Performs duties with judgment and initiative.
- Organizes work effectively.
- General understanding of public library services.
- Provides excellent service in-person, by telephone, and via electronic communications.
- Recognizes when to refer users or questions to other staff or organizations.
- Good problem solving abilities.
- Works well in a team environment.
- Good written and oral communication skills.
- General technology and ILS literacy.

**JOB DESCRIPTION**

<b>JOB INFORMATION</b>	
<b>Job title: Student Library Assistant</b>	<b>Level:</b>
<b>Reports to: CEO</b>	<b>Supervision: none</b>
<b>Date: February 2011</b>	<b>Location: as assigned</b>

**JOB SUMMARY**

Provides front-line public service and support duties.

**RESPONSIBLE FOR:**

- Delivering circulation and information services to the public.
- Assisting with:
  - data entry.
  - displays, promotional materials and programs.
  - inter-library loans and inter-branch loans.
  - receiving and preparing deliveries.
  - processing and repairing materials.

- collection maintenance (e.g. shelving, shifting, etc.).
- Safe operation of library facilities.
- Trouble-shooting and addressing problems with equipment and technology as needed.
- Preparing statistics and reports as required.
- Performing other duties as assigned.

**QUALIFICATIONS:**

- Minimum 14 years of age and enrolled in high school.
- Demonstrated familiarity with computers and technology (Microsoft Office, Email, etc.).

**WORKING ENVIRONMENT:**

- Rapidly changing, highly automated public service environment.
- Requires day, evening and weekend shifts at any of the Library's locations.
- Occasionally stressful when serving users.
- Involves standing, computer and electronic device usage, and occasional light physical exertion (e.g. pulling, lifting and carrying materials, boxes and equipment).

**COMPETENCIES:**

- Organizes work effectively.

Customer service:

- Provides service in-person or on the telephone and via electronic communication in a friendly and helpful manner.
- Recognizes when to refer users or questions to other staff.

Team work:

- Works congenially with all library staff, volunteers, and vendors.

Communication:

- Good written and oral communication skills.
- Fluency in English (verbal, writing and reading).

Technology:

- Good keyboarding and computer skills.
- Familiarity with and ability to operate the software and technology used in the Library.

**LETTER OF UNDERSTANDING**

**- between -**

**CUPE Local 1652.01**

**- and -**

**Brock Township Public Library Board**


The Parties hereby agree that:

1. Ms. Lori Mitchell, in her capacity as Administrative Assistant at the Brock Township Public Library, shall be privy to confidential information. Due to the sensitive nature of this information, M. Mitchell agrees to keep this information confidential and not share any part of it with anyone, including CUPE and its Local 1652-01 members. In the event Ms. Mitchell violates this condition of employment, it shall be considered a very serious infraction and she will be subject to formal discipline up to and including termination.
  
2. Ms. Mitchell shall remain a member of CUPE Local 1652-01, continue to pay union dues, and be governed by the Collective Agreement except where it interferes or conflicts with her duties as Administrative Assistant. For instance, Ms. Mitchell will be exempted from attending Local 1652-01 bargaining meetings or actively participating in any work actions, should they occur while she fills the position of Administrative Assistant.

Signed this 13<sup>th</sup> day of March, 2026.

For the Canadian Union of Public Employees, and its Local 1652.01:

For Brock Township Public Library:

  
CUPE Local 1652.01 Unit Chair (Mar 13, 2026 15:26:09 EDT)

*Claire Doble, Brock Township Public Library Board Chair*  
Claire Doble, Brock Township Public Library Board Chair (Mar 16, 2026 15:01:35 EDT)

## LETTER OF UNDERSTANDING

- between -

**CUPE Local 1652.01**

- and -

**Brock Township Public Library Board**

**Re: Emergency Response Committee (ERC)**

This Letter of Understanding operates during a period in which both of the following conditions are satisfied:

1. One or more diseases has been designated by regulation to be a “designated infectious disease” for the purposes of section 50.1 of the Employment Standards Act, 2000; and
2. The Government of Ontario has declared a state of emergency pursuant to the Emergency Management and Civil Protection Act which has not been terminated or disallowed that is:
  - a) in relation to the same disease(s) which is the subject of the designation referred to above; or
  - b) is in relation to either the whole province of Ontario or is in relation to that part of the province of Ontario in which the Employer carries on operations.

If this Letter of Understanding has come into operation, it shall immediately cease to operate when any of the above conditions are no longer satisfied.

The parties agree to:

1. Establish an Emergency Response Committee (ERC) made up of the Employer, the Clerk 3 position staff, and the Union Chair. The ERC shall meet within 24 hours of this Letter of Understanding coming into operation and shall continue to meet at a minimum once per week unless the parties agree otherwise.
2. All relevant information from all sources shall be shared among the members of the ERC.
3. Without limiting the duties under the Occupational Health and Safety Act (OHSA), the employer shall:

- a) Take every reasonable precaution to provide and maintain workplaces, equipment, processes, and devices that are safe and (reasonably) without risk to health and safety;
  - b) inform its employees of any circumstance relating to their work which may endanger their health or safety, as soon as it learns of the said situation;
  - c) inform employees adequately regarding the risks relating to their work, and provide appropriate training and supervision so that the employees have the skills and knowledge necessary to safely perform the work assigned to them;
  - d) provide the equipment, material and devices necessary to take reasonable steps to prevent injury or occupational illness, except where the Collective Agreement provides for employee allowances to cover the cost of personal protective clothing, and ensure that employees use the said equipment, material and devices on the job;
  - e) ensure that the necessary investigations, inspections and assessments are carried out, and co-operate with any health and safety committee established in accordance with this article, when there are situations liable to endanger the health or safety of employees;
  - f) take, without delay, all the measures necessary to prevent or correct a situation liable to endanger the health and safety of employees, or liable to compromise the environment, as soon as this situation is brought to its attention;
  - g) consult with the ERC on the development and implementation of measures and procedures to be put into effect or the health and safety of the employees;
  - h) review in consultation with the ERC, changes to existing measures and procedures in light of new information or a change in the circumstance that may affect the health and safety of employees; and
  - i) prepare a pandemic plan in consultation with the ERC. The precautionary principle will be used as the guiding principle in preparing the plan.
4. The ERC shall develop an emergency plan which shall include but not be limited to the following items:
- a) Anticipated decrease or increase in the workforce and identifying required procedure identified in the Collective Agreement;
  - b) Redeployment strategies to avoid layoffs;
  - c) Obligations and entitlements of employees when/if working from outside of the office, eg. working from home;


- d) Accommodation required for employees who may be at greater risk and/or who care for someone who is at greater risk and/or who have family responsibilities;
  - e) Continuation of all employees' service, seniority, and benefits during the period this Letter of Understanding is in effect:
  - f) Ensuring that any break in service is deemed to be an authorized leave for the purpose of pension buy back and if the employee elects to purchase their portion, the employer will match; and
  - g) Vacation scheduling and potential carry-over of vacation entitlements.
5. The Employer agrees to apply for any and all government subsidy programs available for which they are qualified, including but not limited to a supplemental unemployment benefit (SUB).
  6. The Employer agrees that in the event an employee must self isolate or be quarantined, they shall continue to be paid regular wages during this time and such time shall not be counted against any sick leave entitlement.
    - a) If the employee is self isolating or quarantining as a precaution, they must seek testing if mandated by the local public health unit, in a reasonably timely manner
    - b) The Employer may require reasonable verification that the employee intends to abide by all Health Unit directives including getting tested, isolating and following any other directives of the Health Unit to adhere to best practices for a safe return to work as soon as possible
    - c) If the employee is in self-isolation or in quarantine due to international travel or due to a failure to comply with any orders or directives issued by a health authority (regional, provincial, or federal) they will not be compensated by the employer for the duration of the quarantine/self isolation
    - d) An employee who is self isolating or in quarantine, and who qualifies for support benefits equal to or greater than their normal compensation (i.e., CRB), will avail themselves of said benefit. If the employee does not qualify for support benefits equal to or greater than their normal compensation, or has exhausted said benefits, the employee shall continue to be paid regular wages and such time shall not be counted against any sick leave entitlement.
  7. The parties agree that this Letter of Understanding is without prejudice or precedent to any other matter(s) between them.
  8. The parties agree that any conflict between the Collective Agreement and this Letter of Understanding, this Letter of Understanding prevails.

9. The parties agree that any dispute on the interpretation or implementation of this Letter of Understanding shall be resolved through the grievance and arbitration procedure outlined in the collective agreement.
10. The parties agree that this Letter of Understanding forms part of the Collective Agreement.

Signed this 13<sup>th</sup> day of March, 2026.

For the Canadian Union of Public Employees, and its Local 1652.01:

For Brock Township Public Library:

 PE Local 1652.01 Unit Chair (Mar 13, 2026 15:26:09 EDT)

*Claire Doble, Brock Township Public Library Board Chair*  
Claire Doble, Brock Township Public Library Board Chair (Mar 16, 2026 15:01:35 EDT)

:kd/COPE491