



## PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	<b>Human resources</b>	Policy number:	<b>E3</b>
Policy title:	<b>Acting Library Director</b>	Approval date:	<b>Apr 4, 1993</b>
		Revision date:	<b>Oct 21, 2002 Sept 16, 2010</b>

### 1. Acting Library Director – Terms of Appointment

1.1. In the absence of the Library Director and the Deputy Director, the terms of appointment of the Acting Library Director will be governed by Article 6 - Rates of Pay - Section 4: "Temporary Assignment" of the Collective Agreement between the City of Port Moody and the Canadian Union of Public Employees, Local 825.

"Employees temporarily assigned to a position, outside the scope of this Collective Agreement, shall be paid, from the first day in the temporary assigned position, ten percent (10%) above the assigned employee's regular classification rate. In each assignment, the employee shall be notified in writing in advance of the temporary assignment. Provided, however, that such temporary appointment exceeds three (3) continuous days."

1.2. The Library Director and/or Chair of the Library Board shall indicate in writing, to the designated Acting Library Director, the anticipated dates of the appointment which must exceed three continuous days.

1.3. These responsibilities will be assigned to the Head of Systems & Technical Services, the Head of Adult Services or the Head of Youth Services to cover the absence of the Library Director and Deputy Director, as required.

### 2. Acting Library Director - Priorities

2.1. The Acting Library Director will undertake the responsibilities of the Chief Librarian in his/her absence with the following priorities:

- Serves as Secretary to the Library Board and provides the Board with information, assistance, and advice on all aspects of Library operations.
- Coordinates and directs the operation of the Library in accordance with established policy and guidelines.
- Monitors expenditures and maintains established budgetary control procedures.
- Maintains liaison with the City of Port Moody as required and attends City Department Head meetings.
- Maintains liaison with InterLINK, and any other relevant library organization.

### 3. Acting Pay – Exempt Staff

3.1. Exempt staff who are assigned to act for another position, which received a higher level of pay, in excess of three days shall receive a 10% premium of their regular rate of pay. However, the 10% premium shall not result in the acting employee receiving a rate of pay higher than the pay grade assigned to the incumbent position. Persons temporarily assigned to act in an equivalent or lower level position will not attract any additional pay.

- 3.2. In cases where employees are acting in a higher position for an undetermined period of time (e.g. illness, vacancy) an appropriate acting pay rate will be determined by the employer in consultation with the City of Port Moody.