

Policy Name:	Acting Library Director	Policy #:	E3
Version History: Approval April 4, 1993; Revised: Oct 21, 2002; Sep 16, 2010; Oct 16, 2025			

Purpose

This policy outlines the terms, responsibilities, and compensation for staff appointed as Acting Library Director in the absence of the Director of Library Services (also “Library Director”) and Deputy Director of Library Services. It ensures compliance with applicable legislation, collective agreements, and principles of equity, transparency, and modern workplace practices.

Legislative and Policy Framework

This policy is guided by the following legislation and agreements:

- BC Employment Standards Act
- BC Pay Transparency Act
- BC Human Rights Code
- Freedom of Information and Protection of Privacy Act (FOIPPA)
- Workers Compensation Act and Occupational Health and Safety Regulation
- Collective Agreement between the City of Port Moody and CUPE Local 825

Policy Statement

1. Terms of Appointment

- 1.1. The Deputy Director of Library Services shall serve as the default Acting Library Director during both short and long-term absences of the Director of Library Services.
- 1.2. In accordance with City of Port Moody policy, the appointment must exceed three (3) continuous working days to qualify for acting pay. For undetermined acting periods (e.g., illness or vacancy), the employer will determine an appropriate acting pay rate in consultation with the City of Port Moody. Maximum duration limits and review periods will be established.
- 1.3. In the event of an unplanned extended absence of both the Library Director and Deputy Director, an Acting Library Director will be appointed in writing by the Library Director or the Chair of the Library Board.

An unplanned extended absence is defined as:

- Any absence that exceeds twenty-one (21) calendar days, or
- Any shorter absence that significantly disrupts the leadership or operational continuity of the library.

Eligible appointees must hold a Master of Library and Information Science degree, and be selected from:

- Collections & Technical Services Coordinator

- Programs & Youth Services Coordinator
- Digital & Information Services Coordinator
- Circulation Supervisor

1.4. If both the Library Director and Deputy Director are unavailable due to an unplanned extended absence, the Library Board Chair shall activate the succession plan. The appointment of an Acting Library Director will be made by the Library Board in a Closed meeting.

1.5. If all designated leadership staff are unavailable or unable to assume the Acting Director role, a backup succession plan will be implemented. This plan may involve recruiting an individual with prior Library Director experience on an interim basis as an emergency appointment.

1.6. Appointments will be made in accordance with equity, diversity, and inclusion principles and free from discrimination under the BC Human Rights Code. The Port Moody Public Library will accommodate employees as required.

2. Responsibilities of the Acting Library Director

The Acting Library Director will assume the responsibilities of the Director of Library Services, including but not limited to:

- Serving as Secretary to the Library Board
- Coordinating and directing library operations
- Monitoring expenditures and maintaining budgetary controls
- Liaising with the City of Port Moody and attending City Department Head meetings
- Representing PMPL at InterLINK and other relevant organizations
- Engaging with community stakeholders and managing public communications
- Ensuring compliance with occupational health and safety responsibilities
- Maintaining confidentiality and adhering to FOIPPA requirements

3. Acting Pay

3.1. **Unionized Staff (CUPE Local 825):** 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."

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.

3.2. **Exempt Staff:** Exempt staff acting in a higher-level position for more than three (3) days shall receive a 10% premium on their regular rate of pay. The acting pay shall not exceed the maximum of the pay grade for the incumbent position. No additional pay is provided for acting in an equivalent or lower-level position.

3.3. Pay structures will be reviewed to ensure compliance with equal pay for work of equal value requirements under the BC Human Rights Code.

4. Orientation and Support

Potential Acting Library Directors will receive a briefing on key responsibilities, including:

- Budget authority and financial procedures
- Occupational health and safety obligations
- Privacy and confidentiality protocols
- Board and City liaison expectations
- Technology access and security requirements

5. Training and Development

Potential Acting Library Directors will receive training and professional development opportunities in supervision and leadership. Mentoring and support structures will be defined to ensure readiness for temporary leadership roles.

6. Remote Work and Technology

This policy supports remote work arrangements during Acting periods. IT access, digital signature authority, and electronic communication protocols will be established.

7. Legal Protections

Acting Library Directors will be indemnified for decisions made in good faith. Insurance coverage and legal support is available during Acting periods.

8. Documentation and Communication

Comprehensive written appointment procedures will be followed. Stakeholder communication protocols and handover documentation requirements will be defined.

9. Accountability and Reporting

Regular reporting to the Library Board will be required. Job description will be provided, and performance evaluation criteria will be established. Failure to meet expectations may lead to the individual to be returned to their former position.

10. Review and Updates

This policy will be reviewed every three (3) years or as required to ensure compliance with legislation and organizational needs. It will be integrated with broader succession planning and municipal strategic planning cycles.