

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Personnel

Number:

F-II-5

Title:

Letter of Employment

Page 1 of 1

Adopted: November 20, 2002

Revised: October 15, 2008

July 2012

Reviewed:

December 2014; January 2019

Policy

When a person is employed by the Burk's Falls, Armour & Ryerson Union Public Library, he or she shall receive from the CEO (or, in the case of a newly hired CEO, from the Board) a letter outlining the terms of employment.

Procedures

1. Prospective employees shall be informed in writing of the terms and conditions of their employment. All offers of employment shall minimally indicate;
 - a) Position title;
 - b) Anticipated start date and time of employment;
 - c) Name of immediate supervisor;
 - d) Employment status;
 - e) Probationary period;
 - f) Starting salary;
 - g) Request for written acceptance of the offer of employment returned no later than the first day of work
 - h) the hours of work
 - i) the length of notice required according to Board policy in case of termination or resignation
2. A copy of this letter shall be filed by the CEO in the Library's personnel file.
3. For all purposes an employee's appointment will be deemed to come into effect on the first day on which the employee works in the Library.
4. The employee shall also be given a library copy of the library policies to read and a copy of the job description for the position. As part of the orientation, employees will be asked to [sign a statement](#) indicating that they have read and understood the policies and agree to abide by them.