

<b>Title:</b>	Relieving Pay Policy	Policy Number: 400-16
<b>Policy Type:</b>	Human Resources	
<b>Approval By:</b>	Resolution Number RB 2005-06-20	
<b>Approval Date:</b>	June 20, 2005	
<b>Revised Date:</b>	March 25, 2024, June 28, 2021; June 2018; September 19, 2016	
<b>Review Date:</b>	May 2024	

## **PURPOSE**

This policy outlines the method of selection and accompanying compensation to those performing the duties of the CEO or a Management team member, and administrative staff for a short duration of time.

## **SCOPE**

CEO, Management team and Administrative Staff

## **DEFINITIONS**

**Short duration of time** – Refers to a period of up to 6 weeks.

## **POLICY STATEMENT**

This policy governs the method by which relieving employees are selected and compensated for performing the duties of the CEO, Management Team members or Administrative staff. Compensation will be implemented on the fourth consecutive working day of absence. There will be retroactive pay to the first day.

In the absence of the CEO a member of the Management Team will be appointed to maintain an overall supervisory responsibility and be assigned the additional duties of the CEO.

In the absence of a Management Team member, a staff member may be appointed to maintain overall supervisory responsibility and be assigned the additional duties of the Management Team member.

## **APPLICATION**

### **CHIEF EXECUTIVE OFFICER**

The CEO will select the relief replacement as necessary from the members of the Management Team consisting of the Business Administrator, the Manager of Public Services, the Manager of Community Engagement and the Manager of Digital Literacy.

The CEO shall inform the Board Chairperson of the absence and appointment.

The CEO will be responsible for notifying the Administrative Clerk to implement the relieving pay.

In the event that the CEO is unable to complete the process the Library Board Chairperson in consultation with the Board will delegate the necessary authority.

#### **MANAGEMENT TEAM MEMBER**

The CEO or designate will select a relief replacement as necessary from the members of the full-time staff.

The CEO or designate shall inform the Board Chairperson of the absence and appointment.

The CEO or designate will be responsible for notifying the Administrative Clerk to implement the relieving pay.

#### **COMPENSATION**

The person relieving either the CEO or the Management Team member shall be compensated with an 8% salary increase.

The person reliving shall not be entitled to such relieving pay while on vacation, leave, statutory holidays, or absence due to illness/injury.

#### **DURATION**

Relieving pay is intended for a short duration of time. If the absence is greater than 6 weeks the Board will review the situation to determine the action required.

#### **RELATED POLICIES**

100-03 Board - CEO Linkage Policy  
100-04 Executive Limitations Policy  
300-10 Business Continuity Policy  
400-02 Management and Non-Union Human Resources Policy  
400-06 Health Care and Sick Leave Policy  
400-08 Right to Disconnect Policy