

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

PURPOSE:

This policy outlines the method of selection and accompanying compensation to the members of the Management Team performing the duties of the CEO for a short duration of time. It also outlines the method of selection and accompanying compensation to Library staff performing the duties of a member of the Management Team or Administration staff.

SCOPE:

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.

DEFINITIONS:

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

POLICY STATEMENT:

CEO RELIEVING PAY

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.

The person relieving the CEO shall be compensated with an 8% salary increase of the relieving person's salary.

A Manager in receipt of relieving pay shall not be entitled to such relieving pay while on vacation, leave, statutory holidays, or absence due to illness/injury.

MANAGEMENT TEAM MEMBER RELIEVING PAY

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.

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

A staff member in receipt of relieving pay shall not be entitled to such relieving pay while on vacation, leave, statutory holidays, or absence due to illness/injury.

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.

If the absence is greater than 6 weeks the Board will review the situation to determine action required.

MANAGEMENT TEAM MEMBER

The CEO or designate will select the 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.

If the absence is greater than 6 weeks the Board will review the situation to determine action required.

RELATED POLICIES

100-03 Board - CEO/Director of Public Libraries Linkage Policy

100-04 Executive Limitations Policy