

MANAGEMENT REPORT

Date: September 19, 2024
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Meeting Date: September 25, 2024

TO: Library Board
FROM: Tim Bottomer, Chair, SFHR Committee
SUBJECT: Staff Identification Policy: Rescission and Reclassification

SUMMARY

This report recommends rescission of VPL's Board policy related to staff identification, and provides direction to staff to create an administrative version of this policy.

PURPOSE

This report is for decision.

RECOMMENDATIONS

That the Board rescind the current Staff Identification Policy, effective September 27, 2024, and direct staff to create an administrative policy to address this topic.

COMMITTEE DISCUSSION

The Board agreed with the operational nature of this policy, and discussed the risk assessment applied for policies that may fall between the definitions of operational and governance policies.

POLICY

VPL's Policy Management Framework was approved by the Board in June 2020. Its purpose is to guide VPL's management team in the development and ongoing maintenance of its policies. It outlines two main policy categories: Board and Administrative:

- Board policies establish the strategic direction of the Library, determine the delegation of responsibility, define the Board's relationship with the Chief Librarian & CEO, and establish the Board's rules of conduct, roles, due diligence, etc. They provide high level direction, defining the scope and limits within which the library operates. They are foundational in that they advance the vision, mission, values and strategic direction of the Library.
- Administrative policies focus on responsibilities of management, including business operations and day-to-day management of services, personnel and facilities. They are usually accompanied by detailed procedures. They may provide further detail to Board policies or stand alone as an independent policy. Administrative policies are approved by the VPL Directors Group¹, unless otherwise determined by the Chief Librarian & CEO.

INDIGENOUS CONSIDERATIONS

Since the VPL Board unanimously supported the Truth & Reconciliation commission's Calls to Action in 2015, staff have been taking action to respond. Calls to Action related to Language and Culture to ensure the preservation, revitalization, and strengthening of Aboriginal languages and cultures also include the right to reclaim traditional names (Call to Action 17). VPL has implemented procedures to enable patrons and staff to use Indigenous names in library systems. This will be incorporated into the updated staff identification policy.

BACKGROUND

All policies undergo periodic review to ensure that they support the organization in its current vision, mission and values and that they are effective in serving the organization and its patrons. The Staff Identification policy was developed and approved in 2010 to address publication of staff contact information on the public website and the wearing of photo identification.

DISCUSSION

Since 2010, there are new considerations for work communication tools, including the staff intranet, and security. Staff have assessed that this policy is operational in nature and are recommending that it be reclassified as administrative, prior to updating it. The Board policy needs to be rescinded so that the Administrative policy can replace it.

The current Board policy is provided in Appendix A.

FINANCIAL IMPLICATIONS

There are no financial implications of this rescission.

¹ The Directors Group comprises the Chief Librarian & CEO and directors who report to the Chief Librarian & CEO.

Appendix A

BOARD POLICY

SUBJECT:	Staff Identification		
CATEGORY:	Human Resources	POLICY CODE:	VPL-BD-HR-009-2016

Objective

This policy sets out the expectations of staff for the publishing of contact information on the public website and the wearing of photo identification. The policy also provides a framework for exceptions to these expectations.

Scope

This policy applies to all staff.

Policy Statements

1. Website

Contact information for staff in positions of authority and trust will be provided on the public website. The information provided on the website will include first and last names, position titles, contact information, and position responsibilities. Such positions posted on the website would include Management, Unit and Branch Heads, Circulation Supervisors, Librarian I and Librarian II.

2. ID Badges

All staff must always wear visible staff photo identification.

Staff photo identification for those staff in positions of authority and trust (listed above) will include first and last names. All other staff identification will include the employee number and first or last name. Staff are encouraged to provide both names for use on their badges.

3. Exemptions

Staff in positions of authority and trust may request an exemption from using their full name on their ID badge and/or website. If an employee wishes to have

the first or last name removed from the ID badge and /or website, staff must contact their manager with their request. The request will be granted without question.

Requests for **exemption from the use of any name** will be reviewed on a case-by-case basis.

Some reasons for a possible exemption may be:

- Threat of violence
- Restraining order in effect;
- Health-related concerns;
- Other

All concerns will be reasonably considered and may result in full name exemption. Staff who believe they have cause to be exempt from this policy may contact their supervisor or Human Resources Consultant to discuss their situation. HR staff will work with the employee to understand the employee's situation and will make a recommendation to the employee's Director regarding the potential exemption from the policy.

All exemptions will be reviewed periodically to determine whether an exemption is still appropriate.

Non-compliance Consequences

Failure to comply may result in disciplinary action up to, and including, termination of employment.

Policy Administration Roles and Responsibilities

Director, Human Resources	Oversees and updates the policy as required.
SFHR Committee	Reviews policy as required and recommends changes to the Board.
Board	Approves policy and content revisions to the policy.
Chief Librarian	Administers the policy.

Related Policies

- Code of Conduct (Board Policy)
- Human Rights and Harassment (Board Policy)
- Respectful Workplace (Board Policy)
- Social Media and Public Web Participation (Administrative Policy)