

Network Library Staff Employment Guidelines

As adopted by the Board of Directors on December 5, 2022

Background and Purpose

1. The Law Society of Ontario's [By-Law 13](#) charges LiRN with establishing guidelines and standards for the organization and operation of the Ontario county and district law library system ("Libraries").
2. LiRN provides financial support to the Libraries by the transfer of grants to county and district law associations ("Law Associations"). Each library funded by LiRN is required to be operated by its Law Association in accordance with the guidelines and standards established by LiRN.
3. The Law Associations are the employers of Library staff.
4. To assist Law Associations in providing staff of funded Libraries access to long term disability benefits, LiRN has contracted for a group policy. For further clarity, this does not change the fact that the Law Associations are the employers of library staff; LiRN is not the employer of Library Staff.
5. The purpose of these guidelines is to outline LiRN's expectations for employment best practices and provide sample documentation that may be used by Law Associations to manage their employees.

Good Employment Practices

6. As the employer, Law Associations are expected to determine the appropriate staff roles, staffing levels, and opening hours required to:
 - a. Ensure the proper completion all tasks required to offer the services and execute the responsibilities listed in the *Core Library Services and Library Management Responsibilities Policy*.
 - b. Ensure the completion of all tasks required for additional library-related activities.
 - c. Ensure the completion of any additional tasks assigned.
7. As the employer, Law Associations are encouraged to:
 - a. Ensure library staff have job descriptions that reflect the totality of their duties, including those associated with additional library-related and association-related activities.
 - b. Provide performance evaluations to Library staff on a regular basis (at least annually).

- c. Review Library staff salaries annually, considering available salary benchmarks or surveys, the market of the Law Association, the Law Association's not-for-profit status, and the totality of their duties including those associated with additional library-related and association-related activities. From time to time, LiRN may provide salary benchmarking that may be used as a resource. Law Associations are not restricted from using additional resources in their review.
- d. Have in place the following employment policies:
 - i. Workplace Harassment and Violence Policy
 - ii. Leave of Absence Policy
 - iii. Diversity and Inclusion Policy
- e. Ensure that all Library staff report to a supervisor or manager. Where someone is in the highest role of the Library staff hierarchy, the Law Association is encouraged to designate an individual or a committee from the Law Association or the Law Association's Board who will act as supervisor / manager for that person.