

# **Canadian Library Association / Association canadienne des bibliothèques Position Statement on Human Resource Management Practices**

*Approved by Executive Council ~ February 18, 1995*

Within the framework of applicable federal and provincial legislation and of agreements with unions and employee groups, libraries should establish, maintain and distribute current written policies, principles and procedures with respect to the following human resource management practices:

- recruitment and selection of staff;
- terms and conditions of employment, including hours of work, employment status;
- terminations;
- job analysis, design and evaluation;
- compensation structures;
- salaries;
- benefits;
- performance standards, performance management;
- discipline;
- training, development and career planning;
- workplace health and safety;
- labour relations, including collective bargaining;
- employee relations, including employee assistance;
- resolution of workplace disputes and grievances;
- access to and retention of human resource information systems.