

POLICY: HUMAN RESOURCES SERVICE AGREEMENT

POLICY #: B-HR-17

COMMITTEE:	Human Resources Committee	PASSED:	26 November 2015
TOPIC:	Service Level Agreements	AMENDED:	April 25, 2019
		REVIEW PERIOD:	As required.

PURPOSE

This Policy acknowledges there is a service agreement between the North Vancouver District Public Library Board and the District of North Vancouver (DNV) for the provision of a range of human resources related services.

SCOPE

The Policy applies to the Library Board, the Director of Library Services and the DNV Human Resources.

POLICY

There is an agreement between the North Vancouver District Public Library Board and the District of North Vancouver for the provision of a specified range of human resources related services. Utilizing the DNV Human Resources expertise allows the Library to focus on its mission and mandate.

The current agreement in its entirety is attached to this policy (attachment A) and forms part of the policy.

ROLES AND RESPONSIBILITIES

The Library Board directs the Director of Library Services to ensure the Human Resources Service agreement matches the Library’s current requirements.

Accordingly, the Director of Library Services will, in consultation with the Manager, Human Resources, revisit the agreement periodically to ensure services match current requirements.

Additionally, the Human Resources Service agreement may be reviewed and updated promptly when either the Library Director, the Library Board, or the Manager, Human Resources, becomes aware of significant factors or changes in services required that should become part of the agreement. Any party may initiate this review.

The Human Resources Committee has the authority to review and approve any proposed amendments to the service agreement. The Committee will inform the Board of any changes to the agreement. The Human Resources committee may at its discretion refer any proposed amendments to the Board for discussion.