

**MANAGEMENT GUIDELINES FOR  
HUMAN RESOURCES SERVICE AGREEMENT**

**MG-HR-17.1**

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

**MANAGEMENT GUIDELINES**

Definition of Roles

Various parties have responsibility for different aspects of the Library's Human Resources activities. From the Director of Library Services, through the Library Board which has overall responsibility for Library employees, these other parties include:

**Human Resources Committee:** The Library Board Committee responsible for the Human Resources Policies.

**Manager, Human Resources:** The District of North Vancouver's Manager responsible for oversight of the Human Resources functions at the District, and at the Library per the Human Resources Service Agreement currently in force.

**Human Resources Advisor:** The DNV Exempt Manager who, under the direction of the Manager, Human Resources, provides HR guidance to the Library Director and Library exempt managers on a range of personnel matters, on a contract basis according to the service agreement.

**Human Resources Assistant:** Specified hours and services of a DNV HR Assistant are described in the Service Agreement. Services are generally performed on Library premises, but from time to time may be performed from the District Hall Human Resources Department.

**Hiring Manager:** Any Library Manager who may be leading a recruitment for an approved Library vacancy.