

Mandatory Learning

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Policy Category:	Human Resources
Approved by:	OPL Board
Accountability:	Chief Executive Officer
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PURPOSE STATEMENT:

Oakville Public Library (OPL) is committed to the provision of mandatory learning to deliver high quality customer service in a safe and supportive environment and to provide guidelines to ensure all staff maintain the requisite skills and knowledge to promote workplace health & safety and accessibility in compliance with legislation.

SCOPE:

This policy applies to all Library employees including but not limited to full-time, part-time, casual, students, temporary and interns.

POLICY STATEMENT:

Completion of mandatory learning is a shared accountability where each employee is responsible for completing the required learning with support from their designated leader.

Mandatory learning includes but not limited to:

- Legislative training such as WHMIS, Health and Safety Awareness Training (for Workers and Supervisors), Respectful Conduct, Workplace Violence and Harassment, and Accessibility (AODA)
- Job-specific training appropriate to role and responsibilities.

All new employees will complete the mandatory learning within the identified orientation period.

Employees will be required to complete mandatory learning on an annual basis and/or as required by legislation or by OPL's policy and procedures. Employees will be notified of mandatory learning expectations and requirement to participate.

Employees returning from a leave of absence of one year or longer will complete the mandatory learning within three months of return to work and on an annual basis thereafter, as required.

All re-hires will complete the mandatory learning within identified orientation period and on an annual basis thereafter, as required.

Employees will be compensated for time spent completing mandatory learning.

RESPONSIBILITIES

Employees must complete and attend all mandatory learning as determined by OPL. Leaders are responsible to implement this policy and ensure employee compliance of training.