

REPORT

Oakville Public Library Board

Meeting Date: March 21, 2024

FROM: Oakville Public Library

DATE: March 12, 2024

SUBJECT: Human Resources Policies – March 21, 2024

RECOMMENDATION:

That the following Human Resources policies be approved:

- a. Time At and Away from Work Policy
- b. Professional Development and Educational Assistance Policy
- c. Recruitment Policy

KEY FACTS:

The following are key points for consideration with respect to this report:

- d. The Time and Away from Work, Professional Development and Recruitment policies have been reviewed against the Town of Oakville's policies to ensure alignment.
- e. OPL recommends changing the title of Professional Development Policy to Professional Development and Educational Assistance Policy to provide clarity to the policy attributes and related procedures. All other aspects of the current policies will remain in place.
- f. OPL has updated the Police Record Checks Procedure under the Recruitment Policy (HR-005) to require staff to submit police record checks every 3 years.
- g. On February 15, 2024, the policies went to the Board for review. No comments were provided related to Time At and Away from Work Policy (Appendix B) or Professional Development and Educational Assistance Policy (Appendix D). The Board did provide feedback about alignment of the Recruitment Policy (Appendix F) to the work being completed under the OPL's Diversity, Equity, and Inclusion (DEI) Strategic Framework.

BACKGROUND:

OPL has an ongoing review process for Human Resource policies and related procedures. OPL continues the practice to align Human Resource policies and procedures to the Town of Oakville. At the February 15, 2024 board meeting, there were no comments related to the Time At and Away from Work Policy (Appendix B) or Professional Development and Educational Assistance (Appendix D).

In terms of the Recruitment Policy, OPL did receive feedback on incorporating related actions from with the Diversity, Equity and Inclusion Strategic Framework. Both were reviewed and the corresponding section in the Recruitment policy were updated accordingly using track changes for ease of review by the board.

OPL was notified by the Town of Oakville's Human Resources department that the Town of Oakville's Recruitment Policy will be reviewed this year as part of the multi-year Inclusion, Diversity, Equity and Accessible (IDEA) plan. As noted, OPL strives to align OPL's policies to the Town of Oakville and any changes made to the Town of Oakville's Recruitment Policy will be brought forward to the Board for consideration.

In addition to the policies review, OPL updated to the Police Record Check Procedure (HR-005-003) (Appendix G) under these Recruitment Policy (HR-005).

Based on the feedback from the Board on February 15, 2024, OPL inquired with other library systems on their procedure related to police record checks and researched third-party agencies providing background checks. It should be noted that Halton Hills Public Library has a Police Record Check procedure which requires their staff to provided updated police checks every three years as well.

For those libraries who require an updated police record check for ongoing compliance, OPL confirmed that they request the same level of police record check that would be required as part of the hiring process for that position. The reason is that the information provided in a Vulnerable Sector Screening (VSS) is not provided in the Criminal Record Check. On the Halton Regional Police [website](#), it notes under the Criminal Record Check that it should not be used for applicants who are seeking volunteer and/or employment with vulnerable persons.

OPL has identified which roles meet the definition for requiring a Vulnerable Sector Screening, while all other roles require a Criminal Record Check. To date, OPL has not received inquiries from the local police departments on the level of request required from a new hire. It should be noted those library systems who require all staff to complete a Vulnerable Sector Screening have received inquiries from their local police department to validate the need for the Vulnerable Sector Screening based on the position.

The Board also inquired about the use of a third-party agency to complete police record checks. All responding libraries indicated that they work directly with their local police departments to complete police record checks and validated that they require Vulnerable Sector Screening for either all or designated positions. When reviewing third-party agencies, it was clearly noted that Vulnerable Sector Screening cannot be completed and referred to contacting one's local police departments. As OPL has designated positions requiring Vulnerable Sector Screening, OPL continues to use local police departments for all police record checks to be consistent in practice.

OPL staff primarily reside within the Halton, Peel, Hamilton and Toronto police departments and all of those police departments have online requests for police record checks. The ability to request a police record check online makes it an easier request process for the staff. As well, OPL confirmed that staff will only be required to attend in person for fingerprinting if the police need to confirm identification when a name or birth date may be questioned.

APPENDICES:

Appendix A – HR-002 Time At and Away from Work Policy

Appendix B – HR-002 Time At and Away from Work Policy (2024)

Appendix C – HR-004 Professional Development Policy

Appendix D – HR-004 Professional Development and Educational Assistance Policy (2024)

Appendix E – HR-005 Recruitment Policy

Appendix F – HR-005 Recruitment Policy (2024)

Appendix G – HR-005-003 Police Record Check Procedure (2024)

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