

REPORT

Oakville Public Library Board

Meeting Date: February 15, 2024

FROM: Oakville Public Library

DATE: February 6, 2024

SUBJECT: Human Resources Policies – February 15, 2024

RECOMMENDATION:

That the following Human Resources policies be received for feedback.

KEY FACTS:

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

- The Oakville Public Library (OPL) reviews the following policies to ensure continued compliance with legislative requirements and alignment with the Town of Oakville.
 - Time At and Away from Work Policy (HR-002) - (Appendix A)
 - Professional Development Policy (HR-004) - (Appendix B)
 - Recruitment Policy (HR-005) - (Appendix C)
- The noted policies have been reviewed against the Town of Oakville's policies to ensure alignment. There have been no significant changes to the Town of Oakville's policies related to Recruitment, Time At and Away from Work, and Professional Development.
- 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. This would also align with the Town of Oakville. All other aspects of the current policies will remain in place.
- 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.

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.

OPL recommends that the current policies of Recruitment Policy (Appendix F) and Time At and Away from Work (Appendix B) remain in place. OPL recommends a slight change to the title of the Professional Development Policy to Professional Development and Educational Assistance (Appendix D) policy for clarity and alignment to the Town of Oakville.

In addition to the policies review, OPL is updating to the Police Record Check Procedure (HR-005-003) (Appendix G) under these Recruitment Policy (HR-005). OPL will be requiring a police record check every 3 years at the cost of the employer along with an annual sign-off the procedure to ensure compliance. The new requirement is expected see the majority of costs in year 1 with an estimated \$4000; \$1000 being budgeted annually after year 1.

COMMENT/OPTIONS: N/A

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)

Prepared by:

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Submitted by:

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