

REPORT

Oakville Public Library Board

Meeting Date: November 21, 2024

FROM: Oakville Public Library

DATE: November 12, 2024

SUBJECT: Mandatory Learning Policy – November 21, 2024

RECOMMENDATION:

That the Mandatory Learning Policy be approved.

KEY FACTS:

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

- The Mandatory Learning Policy was previously approved on January 24, 2019 (Appendix B).
- The Mandatory Learning Policy has been updated with edits for clarification on the definition of mandatory learning and requirements for completion (Appendix A).
- The board was presented with this policy during the October 17th, 2024 board meeting and no changes were requested.

BACKGROUND:

OPL introduced a Mandatory Learning Policy in January 2019 as there was not a specific policy to address mandatory learning requirements and expectations. OPL refers to mandatory training requirements under other policies and procedures, such as Occupational Health, Safety, and Workplace Violence Policy and Accessibility Policy, but it was deemed that a separate policy addressing the requirements and expectations of mandatory learning was warranted.

COMMENT/OPTIONS:

The Mandatory Learning Policy was updated to align with OPL's revision of its onboarding program for new hires. Edits were made to provide clarify the definition of mandatory learning and the expectations for completion. All edits have been indicated in Appendix A with track changes.

The board was presented with this policy during the October 17th, 2024 board meeting and no changes were requested.

APPENDICES:

- Appendix A – Mandatory Learning Policy (2024)
- Appendix B – Mandatory Learning Policy (2019)

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