



Mandatory Learning

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Policy Category:	Human Resources
Approved by:	OPL Board
Accountability:	Chief Executive Officer
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Next Review Date:	January 2022

PURPOSE STATEMENT:

Oakville Public Library 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 the law.

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 supervisor. All new employees will complete the mandatory learning either by end of orientation period, or within three months of hire.

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.

All re-hires, who have been terminated for a period of one year or longer and return to work, will complete the mandatory learning within three months of re-hire and on an annual basis thereafter, as required.

Managers and Supervisors are responsible to implement this policy and ensure employee compliance of training.