



Professional Development and Educational Assistance Policy

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| Policy Number: | HR-004 |
| Policy Category: | Human Resources |
| Approved by: | OPL Board |
| Accountability: | Chief Executive Officer |
| Approval Date: | March 21, 2024 <u>2025</u> |
| Effective date: | March 22, 2024 <u>2025</u> |
| Next Review Date: | 2027 <u>2028</u> |
| Supersedes: | January 24, 2019 |

PURPOSE STATEMENT:

The policy supports employee pursuits of professional development for the purpose of enhancing current job performance or improving opportunities for advancement within the Oakville Public Library.

SCOPE:

This policy applies to all permanent Library employees with the exception of employees on probation. Employees covered by a collective agreement are also subject to the terms and conditions of their respective collective agreement.

POLICY STATEMENT:

Oakville Public Library is committed to supporting employee professional development through job related or corporate related ~~education courses, conferences, and seminars~~ opportunities. Educational assistance for employee professional development is subject to budgetary availability and in accordance with established procedures.

DEFINITIONS:

Job related: Professional development opportunities, including but not limited to educational courses/seminars, attending conferences, participating in organizational working groups or external committees or speaking engagements, that are designed to develop skills, knowledge and effectiveness in employee’s current position with OPL.

Corporate related: Professional development opportunities designed to develop skills related to future goals with OPL. This will encompass courses taken while working towards degree, certification and diploma programs as identified during an annual performance appraisal with OPL. Programs under consideration will include those that benefit career fields at the Library and not those related to the employee’s current position.