
Smiths Falls Public Library



Policy Type: **Human Resources**

Policy Number: **HR-02**

Policy Title: **Staff Training**

Policy Approval Date: **November 2014**

Last Review Date: **April 12, 2022**

Objectives & Priorities

The Smiths Falls Public Library Board encourages employees to continue their education and professional development through participation in courses, workshops and conferences. The objective of this policy is to encourage a highly-skilled and motivated work force that can carry out the functions and challenges required to deliver library services in our community by providing personnel with opportunities to further develop their skills.

Board Responsibilities

The Board shall, in drafting its annual budget estimates, make provision for the training and development of employees.

The CEO will notify employees about relevant upcoming training and development opportunities.

Training for New Employees

All new employees will be provided with training consisting of:

- overview of the Smiths Falls Public Library including the mission statement, goals and objectives, the services and programs offered
- access to the staff wiki, with the exception of shelvers and student employees
- required workplace health and safety information and training including accessibility training as mandated by the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

Approval of CEO/Board for Training

An employee wishing to participate in specific training shall make a request to the CEO. The

request must include details of the training, how the employee's participation will benefit the Library, and detailed account of related expenses.

If an employee's application is reasonable beneficial to the Library, the CEO may, depending on budgetary and staffing considerations:

- grant a leave of absence with pay of up to five days, or a leave of absence without pay for a longer period of time.
- agree to cover the cost of some or all of the following: tuition, registration, materials, travel and accommodation. Receipts will be required for all expenses. Reimbursement will occur after successful completion of training.
- allow use of library facilities and equipment

Guidelines

The employee will be considered to be at work during any approved training.

The employee will be expected to provide written and/or oral report of the training.

Employee will be reimbursed for travel and meal expenses in accordance with the practices of the Town of Smiths Falls.