

HR-12	TRAINING & PROFESSIONAL DEVELOPMENT		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1992, 1999, 2003, 2006, 2008, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To set out the Library's commitment to employee training and continuing professional development to ensure Library services and programs can adapt to meet the changing needs and wants of those it serves.

2. SCOPE

Library employees, with the support of management, are expected to take an active role in their professional development.

3. DEFINITIONS

Nil.

4. GENERAL

- a. The Board recognizes that employees require training and opportunities for continuing development to perform their duties to the best of their abilities.
- b. The Board shall ensure, within the limits of the budget and in accordance with organizational priorities, employees have the opportunity to engage in professional development activities.

5. TRAINING

- a. Existing employees will provide on-the-job training to new employees related to specific work duties.
- b. Existing employees may get training in tasks not directly related to their primary work duties to:
 - ◆ Gain a better understanding of the roles of other staff and how they contribute to overall library operations;
 - ◆ Be able to assist with other tasks in an emergency situation.

6. PROFESSIONAL DEVELOPMENT

- a. Regular Employees may be provided with at least one professional development opportunity per year to enhance their ability to perform their duties and increase their skill levels.
- b. Professional development opportunities include seminars, workshops and library-related conferences. The Library will grant leave with pay to attend approved activities.
- c. The Library will assume costs of these approved activities within the professional development budget.
- d. Upon approval of the Chief Librarian or designate, the Library will reimburse tuition fees and book costs for courses that are determined to be library-work related. To be eligible, employees must apply for this financial support prior to enrolment. Reimbursement will be made only after proof of successful completion of the course is provided to the Chief Librarian.
- e. The Board encourages employees to engage in library-related professional development activities beyond the scope of their regular work, such as pursuing a Library Technician diploma or Master of Library and Information Science degree. Upon approval of the Chief Librarian, the Library may provide non-financial support for such activities.

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RELATED POLICIES

Nil.