

Haliburton County Public Library Policy Manual

Policy Type: **Procedural**
Policy Title: **Staff Training Policy**

Policy Number: **PRO - 1**
Policy Approval Date: **17-Oct-2011**
Policy Review Date: **4 years**

In accordance with the Haliburton County Public Library Boards Mission Statement, Vision Statement and Statement of Values: we strive to ensure the best possible library service to all residents of the County of Haliburton. We will endeavor to achieve this through comprehensive staff training.

All staff must complete the following training:

- Basic Orientation and staff training
- First Aid Certificate
- Health & Safety
- WHMIS
- Annual workshop
- Southern Ontario Library Service's (SOLS) Certificate in Managing a Small Public Library

Staff training opportunities shall be made available to all staff on a cyclical basis. Staff training will be supplied by the Haliburton County Public Library.

Additional training opportunities are periodically offered through Southern Ontario Library Service (SOLS), Canadian Library Association (CLA), and Ontario Library Association (OLA), and will be made available to any interested staff as approved by the CEO.

Section 1: SOLS EXCEL Courses and Certification

For each SOLS EXCEL course successfully completed, there will be an increase of one pay increment up to a maximum of ten pay increments upon receipt of proof of completion.

Any branch staff member hired on or before October 17, 2011, who does not currently hold a (SOLS) Certificate in Managing a Small Public Library must:

- 1) Begin the process of earning a SOLS Certificate on Managing a Small Public Library (i.e. register in an EXCEL course) by January 2012
- 2) Earn a SOLS Certificate in Managing a Small Public Library no later than December 31, 2018.

Branch Staff hired after October 17, 2011 must:

- 1) Begin the process of earning a SOLS Certificate in Managing a Small Public Library (i.e. register in an EXCEL course) within 12 months of the date of hire.
- 2) Earn a SOLS Certificate in Managing a Small Public Library within six years of their date of hire.

Staff Training Policy (Continued)

EXCEL training and SOLS Certificate in Managing a Small Public Library is a distance education program specifically designed for public library staff or volunteers who are currently working in a public library and have little or no formal library training. As such, staff who have equal or greater formal education consisting of a Library Technician Certificate from a recognized institution, are exempt from EXCEL training and SOLS Certificate in Managing a Small Public Library pursuant to Section 1: SOLS EXCEL Courses and Certification of this policy. Their remuneration will include the ten pay increments pursuant to Section 1: SOLS Certificate in Managing a Small Public Library.