



## **POLICY RE COMPENSATION FOR LIBRARY ASSISTANTS WHO EARN THEIR LIBRARY TECHNICIAN DIPLOMAS**

LibraryCo encourages non-library trained staff in the county and district law libraries to improve their education levels in order to provide enhanced service to legal practitioners and to enhance their knowledge base. The LibraryCo Board of Directors provides funding for library assistants in the association law libraries to enrol in continuing education courses toward the Library and Information Technician diploma program offered by Mohawk College. LibraryCo's bursary program pays for tuition and any books or other required course materials. Upon completion of all requirements of the program, including course work and two field placements, students receive the Library & Information Technician diploma from Mohawk College.

Upon completion of all requirements for the diploma, library assistants will receive a one-time payment by LibraryCo, through their associations, of \$500 in recognition of their achievement.

*Approved by the LibraryCo Board of Directors on December 7, 2012*



# Memorandum

To: CDLPA Presidents

From: Alan Silverstein, Chair, LibraryCo Inc.

Cc: LibraryCo Inc. Board of Directors  
CDLPA Executive

Date: February 13, 2013

Re.: One-Time Compensation for Library Staff Earning the Library Technician Diploma

At its December 2012 meeting, the LibraryCo Inc. Board of Directors passed the following motion:

*Upon completion of all requirements for the library technician diploma, library assistants will receive a one-time payment from LibraryCo, through their associations, of \$500 in recognition of their achievement.*

The purpose of this memorandum is to clarify some issues in implementing the above policy.

1. The Unanimous Shareholder Agreement states that county law libraries “be and remain the employer of their respective employees”. The above policy does not change this relationship and only approves LibraryCo’s funding of the bonus which is paid to the employee by the association.
2. The policy is effective for those employees who complete all requirements for the library technician diploma after January 1, 2013.
3. In line with LibraryCo’s funding role, each library that is affected by this policy will need to request funding from LibraryCo by submitting documentation to the Board General Manager, who will review and submit it to the Law Society of Upper Canada’s Finance Department for reimbursement to the association as a grant in addition to the budgeted annual operational grants to libraries.
4. Any payment of this kind to an employee is taxable in the hands of the employee, requiring the associations to include the payment on employee T4s. There are also withholding tax and other tax reporting considerations.