

Dr. Grace O. Doane Alden Public Library Staff Training Policy

Continuing education of the Library staff is vital to effective service to the public and efficient use of tax money. The Board of Trustees encourages the development of each employee to the fullest potential. Training programs may include courses, seminars, workshops, demonstrations, assignment of reading matter, or such other methods as may be available for improving the effectiveness and broadening the knowledge of employees in the performance of their duties.

1. The staff is encouraged to avail themselves of the continuing education classes sponsored by the Regional Library and the State Library as well as other such classes, webinars and other educational opportunities.
2. The Director must approve attendance at such classes, webinars and other educational opportunities by staff.
3. The Library shall pay any registration and/or meal fees charged in conjunction with such classes, webinars and other educational opportunities. An invoice or receipt is required for reimbursement.
4. The staff shall be paid at their regular hourly rate for the time actually spent in session at such meetings, classes, webinars and other educational opportunities.
5. The Library shall pay the standard travel allowance for travel to and from such meetings.
6. The Library will pay registration, meals, and housing for the Librarian's expenses at conferences longer than one day (eight) hours with prior board approval.
7. The Librarian shall be paid at her regular hourly rate, not to exceed eight hours per day.
8. The Director will prioritize staff training needs as the general budget allows.
9. Exceptions will be made for educational activities not covered by the general budget with prior board approval.

Revised and Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:

2005

2013

May 2016