

## **ORIENTATION AND EDUCATION OF DIRECTORS/STAFF**

### **POLICY**

Directors and staff shall be encouraged to attend all regular meetings as well as out of town conferences, workshops and courses which are of benefit to the development of library services.

### **PROCEDURE**

Directors and staff will be kept informed of upcoming conferences, workshops and courses in order to make arrangements to attend.

Staff registration, accommodation and mileage for conferences, workshops and courses will be budgeted for annually and paid by submitted receipt.

Paid employees will be compensated their hourly wage based on the course/conference/workshop scheduled hours. Substitute employees will be paid by the Library to cover staff absence.

Director registration fees, mileage, and accommodation expenses if applicable will be budgeted for annually and paid by submitted receipt. No per diem will be expensed due to the volunteer nature of the position.

Original: 2005  
Amended: May 2018  
Reviewed: May 2018