

- b. payments such as sick pay, bereavement pay, medical appointment for employee and family pay.
- 3. Long Term Disability earnings:
 - a. An employee on LTD is remunerated by the insurance provider and shall be reported to LAPP as a Leave Without Salary (LWOS).
 - b. An employee on LTD who receives partial pay from the Morinville Community Library shall be reported to LAPP as Leave With Partial Salary (LWPS).
- 4. Contributions:
 - a. Contributions will be directly applied to earnings by payroll and will be reflected on the pay stubs.
 - b. Pension plan details shall be made available upon request.

2.7 STAFF TRAINING AND DEVELOPMENT

1. The Library Board recognizes the importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance, and innovation. The library supports learning and development of its staff with levels of financial support which vary depending on budget constraints.
2. Budgeted financial assistance for staff training and professional development approved by the Library Director is available as follows:
 - a. In house training shall be remunerated at the same hourly wage staff currently receives.
 - b. Bursary requests for financial assistance shall be done by completion of **Form 2.7 Bursary Tuition Reimbursement Request Form**.
 - c. For out of house training, financial assistance is available as per **Policy 2.7.1 Transportation and Subsistence**.
3. The proper and adequate orientation of a new employee shall be the responsibility of Management.
4. PROFESSIONAL DEVELOPMENT DAY:

Once a year, \$800 will be budgeted to hold an all-staff Professional Development Day and the library will be closed for the day.

2.7.1 STAFF TRANSPORTATION, SUBSISTENCE & PER DIEM

1. Staff members when on pre-approved library business not part of regular work duties such as a library representative, or attending Professional Development shall be reimbursed at the following rates:
 - a. Meal expenses without receipts shall be paid to a maximum of:
 - \$15.00 for morning meal

- \$20.00 for mid-day meal
- \$25.00 for evening meal

No alcohol expenses shall be reimbursed by the library. Reasonable meal expenses with receipts shall be reimbursed after consideration from the Library Director or Board.

- b. Verified mileage allowance shall be paid as per Town of Morinville ongoing rate.
 - c. Incidental Expense: \$25.00 per day – receipts required.
 - d. Standard accommodation rate for library approved lodgings.
2. Per Diem shall be paid to compensate staff members on hourly wages training and development activities approved by Management taking place outside the Town of Morinville. The Per Diem shall include travel time to the said training or professional development activity.
 - a. Per Diem rates for Staff members:
 - Sessions less than 2 hours \$40.00
 - Half day (less than 4 hours) \$100.00
 - Full day (4+ hours) \$150.00 (including travel time)
 3. For duties representing the library outside the organization, regular compensation shall be applied.
 4. Whenever travel arrangements are being made, the most economic and practical mode of transportation and accommodation shall be sought.
 5. Eligibility for reimbursement is conditional on expenses not having been already covered or eligible for reimbursement through other claims and organizations.
 6. Employees shall submit **Form 2.7.1 Staff Transportation, Subsistence & Per Diem**

2.7.2 MEMBERSHIP AND PROFESSIONAL FEES

1. Membership in work related organizations that provide a benefit to the library may be approved by the Library Director and/or Library Board.
2. Membership fees for an approved organization shall be paid by the library within budgetary limits.

2.7.3 STAFF HONORARIA

Staff may accept fees and honoraria when asked to teach, speak, write, advise, sit on boards, or consult as part of their duties, and may keep all fees and honoraria therefrom.