

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 510
Title: Expenses for Attending Board Meetings, Workshops, Conferences and other Meetings.

Policy Statement:

Staff shall be compensated for attending library conferences, workshops, and library council meetings

Guidelines and Procedures:

1. The Board will pay registration fees for workshops and conferences.
2. Compensation for subsistence (meals, hotels and other incidentals) will be receipted and paid by the Library Board.
3. Staff shall be paid for mileage as per provincial average for attending conferences and workshops and not travel time.
4. Staff will be remunerated for attending Library Manager's Council meetings as per regular a working day.
5. Staff will be paid regular hourly wages for session time attended.

Policy #510

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Date Approved: November 14, 2012

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