

<b>P-103 Staff Development</b>	
<b>PASSED:</b>	June 2022
<b>REVIEW PERIOD:</b>	Annually

STAFF DEVELOPMENT

An in-service training program, under the supervision of the library manager, consists of an orientation program for new employees and ongoing training programs for current staff. These programs are designed to encourage continuous development, increased efficiency and individual job satisfaction.

- 1.1. Orientation will be designed to give new employees an overall view of the library; its history, organization, and management, explanation of job duties and personnel policies, and other basic information
  
- 1.2. Ongoing Training  
 The Board encourages the development of library managers and staff by participation in workshops and conferences. In addition to the library manager, other employees shall attend in-service sessions on a rotation basis (ie. NLLS Conference, Alberta Library Conference, etc.)
  
- 1.3. The library will be responsible for reimbursement of registration fees and mileage or travel as per the Town of Vermilion Expense Voucher rates. When staff are absent from their duties to attend a work-related activity, they shall be paid their salary plus expenses. Receipts are to be presented to the library manager for reimbursement.
  
- 1.4. Ongoing trainings programs for all staff members may be scheduled for several reasons such as but not limited to:
  - Reorient staff with changing equipment, software and services
  - Teach new policies and procedures
  - Provide refresher courses and workshops
  - Build skills and knowledge in all aspects of library science
  - Training identified in evaluations