

Vilna & District Municipal 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 meetings.

Guidelines and Procedures:

1. The Board will pay all registration fees for workshops and conferences.
2. Staff will be reimbursed for attending the above at regular salaried hourly rate as follows:
 - a) up to 4 hours will be considered as ½ day or 4 hours pay
 - b) over 4 hours will be considered as a full day or 8 hours pay
3. Compensation for subsistence (meals, hotels, and other incidentals) will be reimbursed by the Library Board by receipt.
4. Staff shall be paid for mileage and attendance at Board Meetings according to Appendix C.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024