

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
PERSONNEL

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Board Approved – June 2021

3.0 CONTINUING EDUCATION AND DEVELOPMENT

- 3.1 At the discretion of the Board, the Library Manager may be requested, or may request to attend work related conferences, seminars, or educational programs.
- 3.2 In the case of programs during scheduled working hours and approved by the Board, the Library Manager shall receive regular pay.
- 3.3 The rate payable for automobile travel shall be in accordance with Town of Viking Policy.
- 3.4 The Board reserves the right to set a maximum amount payable for a trip, depending upon the alternative modes of transportation available.
- 3.5 The Board may authorize the reimbursement in whole or in part of costs incurred in the performance of duties, preauthorized and approved travel, conferences and registration fees, meals, and similar reasonable expenses at cost, upon provision of receipts.
- 3.6 Library staff shall be reimbursed for taking a library course that has been approved by the Library Manager. Payment will be made upon completion of the course and with a passing grade.
- 3.7 The Library Manager is responsible for all staff training, including the use of reference techniques and resource sharing.