

HR: EMP10 – Orientation and Continuing Education

Originated: Sept. 2007
Review: Sept. 2020
Revised: Dec. 2020
Approved: Sept. 2020

POLICY:

The Library Board supports effective orientation and development of staff and volunteers, including Board members. Accordingly, resources and guidelines will provide for a means of initial and ongoing orientation and training to roles within the organization.

PURPOSE:

The purpose of orientation is to ensure that incumbents are made aware of the policies, procedures and practices of the organization and the tasks involved in their job description, so that they may effectively perform their role and adhere to organizational policies, procedures and standards.

Continuing education opportunities are intended to provide for development of staff and volunteers to ensure that they have the skills and knowledge necessary to effectively perform their roles and to develop their abilities and resources to perform those roles.

PROCEDURE:

1. Orientation of new staff will be conducted by the hiring Library Director within a new employee's probationary period, utilizing an orientation checklist.
2. Orientation of new Board Members will occur subsequent to their formal appointment to the Board and prior to the next Board Meeting. A reference binder of supporting materials will be reviewed with them by the Board Chair or Library Director to ensure their understanding of their role, the Board Bylaws and other pertinent information.
3. Staff development will be recommended by the Library Director and will be approved by the Library Board and be based on budgetary guidelines. Staff may submit requests for professional development to the Library Director for approval. Upon preauthorization, course fees, registration fees and travel costs will be paid upon proof of attendance and participation.
4. Paid time to attend approved development opportunities will be paid to regular full-time and regular part-time employees on a day for day pro-rated basis (including travel time) based on the employee's regular schedule. Where any employee attends such development opportunities on what would normally be their scheduled day off (and they have worked their normal **full time** hours that week) they shall receive straight time in lieu off at a later date per the normal granting of time off practices. Part-time employees attending



approved development opportunities shall receive their normal hourly rate of pay up to full-time hours.

5. Board development and continuing education, including expenses for attendance at library conferences, workshops, and courses, will be paid for upon application for reimbursement and approval by the Board. ♦

