

## 5.11 Staff Orientation and Continuing Education

The Town of Coaldale Library Board recognizes the importance of informed and well-trained staff. The Board provides, within the limits of its budget, orientation, encouragement and support for attendance at library conferences, workshops, and library-related courses within and outside of Coaldale, and, institutional membership in library organizations.

Board supports and encourages informal, ongoing sharing of information among staff as part of their continuing education.

### Orientation

1. New staff will be given an Employee Handbook and orientation and training to prepare them to best provide service to the public within the first week of employment.
2. Orientation and training of new staff is the responsibility of the Head Librarian.
3. Orientation and training of new staff will include:
  - i. training for the duties and responsibilities of the new staff position
  - ii. introduction to staff
  - iii. tour of the Library
  - iv. the role of the Library in Coaldale and Lethbridge County
  - v. the role of the Library in Chinook Regional Library System and the provincial library network
  - vi. the responsibilities and duties of the Board and staff
  - vii. the Library's by-laws, policies, services, goals, and objectives
  - viii. the current Annual Report
  - ix. period of probation
  - x. employee benefit plan (where applicable)
  - xi. hours of work and shifts
  - xii. sick leave, vacation and paid holidays
  - xiii. time sheets and pay periods
  - xiv. salary and salary review date
  - xv. Library hours of operation
4. New staff will provide written acknowledgement of having read and understood the following policies: Health and Safety, Violence and Harassment, and Patron Confidentiality.

### Continuing Education

5. The Head Librarian may, within the limits of the budget, approve staff attendance at library-related meetings, workshops and conferences.
6. Within budget guidelines and with prior approval of the Head Librarian, expenses incurred by individual staff for registration fees, travel, subsistence, and lodging fees will be reimbursed upon submission of receipts and properly completed forms to the Head Librarian.
7. Staff in attendance at pre-approved professional development activities will be paid at their regular rate of pay for the hours spent at training up to the maximum number of hours normally worked per day (normally up to 7.5 hours).

8. With prior authorization of the Board, the Head Librarian may occasionally close the Library to allow staff the opportunity to attend educational opportunities.

#### Association Memberships

9. The Library purchases an annual institutional membership in the Library Association of Alberta (LAA). The Head Librarian is the voting representative.
10. Within budget guidelines and with prior approval of the Head Librarian, other association institutional memberships may be purchased.
11. The Head Librarian may approve individual memberships in associations. Expenses incurred by individual library staff for association memberships may be reimbursed, with prior approval of the Head Librarian.