

## **POLICY MANUAL**

### **Fallon County Library Baker MT**

#### **Training Policy**

1. A yearly allowance for training of Director and Staff shall be established by the library Director to compensate for registrations, travel, and per diem. Per diem rates shall be set by the County Commission. Mileage shall be reimbursed as per State reimbursement rates. Mileage and per diem rates are on file in the Office of the Clerk and Recorder.
2. If two or more Staff members are attending the same training session/workshop, a Fallon County Fleet Vehicle is to be used if available and Staff members will be reimbursed for the cost of fuel. If no fleet vehicle is available, Staff members will be reimbursed for mileage using the approved mileage reimbursement rate.
3. Staff members must notify the Director of their interest in attending a training session at least four (4) weeks prior to the event. Every effort will be made for Staff to attend, contingent upon the budget and keeping the Library open and capably staffed during regular hours.
4. A short report at a staff meeting to other employees will be the responsibility of anyone attending training paid by Library monies. This includes the Director, who shall also report to the Library Board.

**Reviewed/Approved:**      **10/09/18**