

## Staff Development Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

### **Purpose:**

The Baldwin Public Library (BPL) realizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs and conference attendance.

Staff members have a goal to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community. Attendance at and participation in professional library functions is recognized as beneficial to both BPL and to the public it serves.

BPL strives to offer an educational training day each year for all staff, organized around current library needs. All staff are encouraged to attend. Department and all-staff meetings will be regularly scheduled for training purposes and to update staff on library procedures and policy.

A budget is established at the beginning of each fiscal year to support training and conference expenditures. The Board of Directors will request that the Baldwin Library Trust pay out-of-state travel expenses for continuing education programs.

The Library Director will collect recommendations from Department Heads for conference attendance during the budget process. Those recommendations will be incorporated into the general budget. All professional development support for training and conferences is predicated on the availability of funding and can be decreased at any given time during a fiscal year due to a BPL budget decrease or to a change of budget priorities.

The two basic types of staff development include:

- Training -These types of sessions are job specific and necessary to obtain a specific subset of skills, to update previous skills, or to learn current techniques.
- Continuing Education -These are professional activities necessary to implement strategic planning and to develop a vision for future operations.

BPL staff who attend conferences will be expected to give a summary report and to share the information gained with other department members. Management or supervisory staff will incorporate the information into in-house training programs.

### **Guidelines for Attending a Conference or Training Session:**

1. Prior approval must be received before attendance at any training session or conference.

2. Attendance at any outside training session or conference within the state of Michigan must be approved by the Director on recommendation of the Department Head.
3. Attendance at any national training session or conference outside the State of Michigan must be approved by the Board of Directors.
4. Employee-paid travel to a conference or workshop does not need approval aside from time off requests necessary for travel.
5. If staff interest for a conference or workshop is greater than the amount budgeted for professional development, the Director will select which staff members are eligible to attend.

There are two basic types of Travel:

- *Administrative Travel* – Travel by staff for the purpose of conducting general library business. (e.g., attendance as official representative of BPL at meetings of associations, other organizations, etc.).
- *Non-Administrative Travel* – Travel to a conference to present a session, to participate in a panel discussion, to serve as an elected/appointed officer or committee member of a professional library or scholarly organization or attendance to broaden a staff member's perspective and to stay abreast of developments in the library field. This also includes travel to participate in workshops, institutes, seminars, etc. in order to promote, improve, or enhance job-related skills.

Scope of Travel

- In-State Travel – Travel within the state of Michigan.
- Out-of-State Travel – Travel outside the state of Michigan but within the United States.

### **Procedures for Applying for Reimbursement:**

Initiating travel request - Whether initiated by the Library Administration or by a staff member, individuals must obtain written approval from their Department Head as soon as they become aware of a conference, meeting, etc. that they would like to attend.

Travel requests for out-of-state travel must be submitted to the Library Board of Directors for Board approval.

### **Reimbursement**

- As soon as possible upon their return, the staff member should fill out the City of Birmingham Advance Expense and/or Final Expense report, and submit it along with all itemized receipts to the Bookkeeper. The Bookkeeper will then prepare a check for the individual. Note that checks cannot be issued immediately as they must first be approved by the Library Board.
- Receipts must be submitted for the staff member to receive reimbursement. Only photocopies of registration forms and personal checks used in place of receipts will be

accepted. Receipts that are not submitted within 15 work days may lose their eligibility for reimbursement.

### **Payment**

- BPL will only pay in advance for an event registration, conference, etc. with approval from the Director.

### **Additional Savings Opportunities**

Staff shall take advantage of early registration, conference room rates and any other discounts associated with their travel (e.g., double-room occupancy, etc.).

### **Transportation**

- Personal Automobile – BPL will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Directors may adjust this amount in the event of a BPL budget decrease. When two or more staff members attend the same event by personal automobile, staff members are expected to carpool unless a justifiable reason prevents it. When two or more staff members travel together, only the staff member who drove their vehicle ~~one~~ will be reimbursed for the mileage allowance.
- Air Travel – It is expected that staff members will have their flight arrangements made through a designated staff member. If the staff member is making their own reservations, the email confirmation from the airline is the accepted form of receipt. Reservations should be made for economy class fare. Reimbursement for business, first-class, or other equivalent airfare is not allowed.
- Other forms of transportation (Railroads, Buses, etc.) – These forms of transportation are allowed but should not exceed the commercial airfare that would be reimbursable for the same trip.
- Rental Automobile – A rental automobile may be used when renting in a specific situation is considered to be more advantageous than other means of transportation.

### **Ground Transportation**

Costs for local transportation to and from destinations will be reimbursed. Transportation between the staff member's hotel and meeting sites will also be reimbursed. If free shuttles are available, staff member should use this mode of transportation in lieu of paid transportation.

### **Lodging**

- The Library will reimburse the staff member the actual cost of accommodations within a reasonable level. When a staff member is attending a conference and conference rates are given at various hotels or motels, the staff member should make reservations at one of these locations. Other lodgings may be booked but should not exceed the cost of hotel or motel conference rates.

**Meals**

Library staff members are expected to make reasonable selections when ordering meals. The Library does allow a per diem for meals and non-alcoholic beverages of \$75.00 per day. In cities, where the cost-of-living is deemed higher, an increase of \$10 - \$20 will be allowed on a case-by-case basis. Charges for alcohol are not eligible for reimbursement.

**Parking Fees**

- Reasonable and necessary costs for automobile parking will be reimbursed.
- The least expensive parking at the airport is preferred unless there is a physical or business reason to justify an exception.

**Tips**

Tipping will be reimbursed. The amount of the tip should not exceed 20% of total meal cost, excluding charges for alcohol.

**WiFi**

If free wifi is not available, wifi charges associated with the trip will be reimbursed, but should be kept at a minimum.

**Miscellaneous**

- Other expenses will be reimbursed if determined to be reasonable and necessary and if supporting receipts, documents, etc. are provided as set forth in the above guidelines.
- Movies, exercise facilities, or other forms of entertainment are not reimbursable Library travel expenses.