
Medicine Hat Public Library
Category: Human Resources

Policy No.: HR.5
Title: Employee Orientation and Education
Date Approved: 2005 09 07

Purpose: The Library Board recognizes the importance of informed well-trained staff. It supports this policy by providing, within the limits of its budget, orientation programs; encouragement and support for attendance at library conference, workshops, and library-related courses within and outside the City; and institutional membership in library organizations.

1. Orientation

- 1.1. New employees are given orientation and training that will prepare them to best provide service to the public.
- 1.2. Orientation and training is the responsibility of the Chief Librarian and includes an understanding of the role of the Library in the community, the responsibilities and duties of the Board and staff, and the Library's policies, services, goals, and objectives, as well as specific training for the employee's position.
- 1.3. Each new employee is given a Staff Handbook for personal use and study along with job-specific material provide by the employee's supervisor.

2. Education

- 2.1. The Chief Librarian may, within the limits of the budget, approve staff attendance at library or library-related workshops and conferences without prior Board approval.
- 2.2. Cost of staff attendance at library conferences is covered in accordance with Policy HR.6.
- 2.3. The Library Board authorizes the Chief Librarian to close the Library one day per year for the purpose of staff development workshops.
- 2.4. The Board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.

3. Formal Further Education

- 3.1. The Board supports staff attending formal education programs to further their education.
- 3.2. Employees wishing to take an unpaid leave of absence for the purpose of further education must provide a written request to the Chief Librarian for such leave.
 - 3.2.1. For an absence for the purpose of further education, the Board will hold an employee's position for a maximum of two (2) years.
 - 3.2.2. Employees taking a leave of absence are expected to return to work for the Board for a minimum of one year following program completion.
- 3.3. Employees may request an interest-free loan from the Board to cover the cost of registration and supplies for a formal education program.
 - 3.3.1. The education program must be related to the employee's work at the library and must be approved by the Chief Librarian prior to the program start date.
 - 3.3.2. The repayment schedule for the loan will be determined by the Chief Librarian and the employee but will not exceed two (2) calendar years.