

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.900 – STAFF DEVELOPMENT (adopted 6/12/02)

Outside Trainings

The executive director shall review all plans and requests for staff participation in conferences, meetings, or other activities outside the scope of usual daily assignments. The executive director may approve release time, allowable expenses, a per diem stipend in lieu of wages or any combination thereof.

If the executive director determines that an employee's attendance is required at such events by law or as an official representative of the library, the executive director will approve appropriate wages and allowable expenses. Exempt employees will receive the usual per diem salary; nonexempt employees will receive the usual hourly wage for all scheduled hours actually attended, including travel time from and return to the employee's assigned building or home whichever is less.