



Hastings Highlands Public Library

Area: Human Resources
Policy Title: Conferences and Seminars
Policy Number: HR-19

Initial Policy Approval Date: September 12, 2016
Last Review: May 27, 2021
Year of next review: 2023

The Library Board provides for employee attendance at such conferences, conventions, seminars, workshops, and business meetings as deemed necessary. For the purpose of this policy the above will be referenced as events/activities. The Library Board also provides reimbursement of expenses. Each employee that is approved for such events/activities is to provide new and pertinent information from the event to his or her CEO for consideration in terms of its applicability to improving procedures and/or practices at Hastings Highlands Public Library.

PROCEDURE:

1. Attendance:
 - a) Conferences and Conventions:
 - Each year as part of the annual budget process, the CEO provides a list of events/activities which are provided for within the estimates.
 - Approval of the budget constitutes formal approval to attend, and any changes must be approved by the Chief Executive Officer.
 - b) Out of Province Conferences or Conventions:
 - Subject to budget approvals outlined in section 1(a) above, all event/activities outside of the Province of Ontario must be specifically approved by the Chief Executive Officer.
 - Attendance is subject to the concurrence of the Chief Executive Officer that the attendance does not interfere with other job responsibilities.
 - c) Seminars, Workshops and Business Meetings:
 - The CEO has the authority to approve attendance of their staff at any seminars, workshops, and business meetings subject to the limit of funds approved through the budget for these purposes.
2. Conditions
 - A completed Staff Training and Development Form detailing the event/activity must be approved by the CEO.
 - An approved copy will be placed in the employee's personnel file.

3. Expenses

a) Registration:

- The Library Board makes full reimbursement of any registration fees paid by the CEO or employee, but not including any registration fee for a spouse or family member, except as specifically authorized by the Library Board.
- A receipt for registration fee is required, unless prepaid by the Library Board.

b) Transportation

- The Library Board reimburses for both economy air fares (unless the actual expense was group fare) and all ground transportation; or for the use of a motor vehicle at the rate per km as established by the Canada Revenue Agency Automobile Allowance Rates each year.
- In determining the method of travel, consideration is given to the cost to the Library Board of time lost.
- A receipt is required for air fare and car rental only.
- Mileage expense requires a MapQuest or Google Map indicating kilometers to and from event/activity. Mileage will be calculated from the HHPL address, being 33011 Highway 62, Maynooth, ON to the location of the event/activity.

c) Accommodation

- The Library Board reimburses actual expenses supported by receipts.
- When making a reservation, the Government rate is requested.

d) Meals, Gratuities, and Incidental Expenses:

- While attending events/activities the Library Board reimburses actual expenses supported by receipts. However, employees should note that the allowance shall be a limit of seventy-five (\$75.00) per day.

e) Advances

- The Municipal Treasurer and Clerk are authorized to issue advances, provided that a request is received at least ten (10) business days prior to the date required.
- Where an advance is made, an expense form reflects the advance(s) for the month.

f) Approvals:

- Employees' expense forms are authorized and approved by the CEO, to be submitted ten (10) calendar days upon return from event.
- The Chief Executive Officer's expense forms are authorized and approved by the Board Chair, to be submitted ten (10) calendar days upon return from event.

See Note: Appendix G, F

APPENDIX G

Staff Training and Development Form

APPENDIX F

Expense Claim Form

**Professional Development
Appendix A: Staff Training and Development Form**

Date: ____/____/____

Employee Name and Job Title:

Name of Training Course: _____

Course Date(s)/Time(s): _____

Location: _____

Cost: \$ _____

What specific knowledge or skills will you learn?

Employee Signature: _____

**Professional Development
Appendix B: Expense Claim Form**

| Date | Description | Amount |
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Please attach all receipts.

Employee Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____