

ITEM NUMBER: 7.08 a-b
CHAPTER 7: Administrative
Management
CODE: Policy
COMPUTER ID: AMOM-8

Title: Workshop, Conference, and Meeting Attendance Policy
Effective Date: 11-24-86
Authorized By: Library Board of Trustees
Date of Last Revision: 7-2014

General:

The staff of the Marathon County Public Library are encouraged to attend workshops, conferences and meetings. The "Workshop, Conference, and Meeting Authorization Form" (Item Number: 7.09) needs to be completed and signed by the employee and Manager. The Manager will give the form to the Library Director for authorization.

Prerequisite for attendance:

Member of organization (if applicable)
Relationship of program to job responsibilities
Employee in an allocated position
First authorization from Manager
Official authorization from Library Director on "Marathon County Public Library Workshop, Conference, and Meeting Authorization Form" (Item Number: 7.09)

Conflict of Requests:

If several persons apply for attendance to a conference or program, the Library Director will consider the following in relationship to who will be authorized to go:

- Frequency of past attendance
- Program relationship to job responsibilities
- Even spread of Team representation

WLA Conference:

The Wisconsin Library Association Annual Conference has preference over all other vacation requests. All staff should plan their vacations at another time since several employees will be gone at that time for the conference. (Exceptions to the vacation restriction can be granted by the Library Director based on the Employee's Team's needs.)

1. Staff are encouraged to become members of the Wisconsin Library Association and to attend one conference each year (WAPL, WAAL, Fall Conference, Support Staff Conference)
2. Managers will make the final determination as to who can attend a particular conference.

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Fall Conference:

1. Preference for attendance will be given to staff who are officers, speakers, or committee participants at the conference.
2. Managers are encouraged to attend two or more WLA conferences annually.
3. All other staff who have not already attended a WLA conference in the past six months will be considered for attendance at the Fall conference.
4. Expenses will be reimbursed at limits set by Administration.
5. By the end of September, interested staff should request to attend the Fall WLA conference. This will facilitate scheduling of staff to cover public desks and offices.
6. Staff may be asked to attend alternate years to allow for others to attend a conference.

Authorization and Reimbursement:

Authorization may be granted for: work time, mileage, food, lodging, registration, or other expenses at the discretion of the Library Director. Reimbursement for expenses shall be in accordance with Personnel Policy Chapter 6, Section 8, "Travel Reimbursement".

Receipts are required before reimbursement is made. The original receipts must be attached to the "Marathon County Authorization and Travel Expense Statement Form" (Item Number: 7.10) that is turned in to the Library Director.

Prospective attendees shall always inquire about lodging discount for government employees.