

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Professional Development, Library Business, and Travel-Related Expenses

CHAPTER: X

SECTION: 1

EFFECTIVE DATE: 1/1/14 (previously Work Related Travel, Continuing Education, and Library Business Requests Policy)

REVISION DATE: 9/5/2024, 1/1/2026

I. INTRODUCTION

The Buffalo & Erie County Public Library recognizes employees and trustees may engage in activities relating to library business, such as library conferences, trainings, outreach meetings with partner organizations, staff forums, and advocacy events; as well as professional development activities that enhance skills and knowledge of employees and benefit both the individual and Library. Some activities may be required as part of their position. Attendance at and travel to these events may occur outside of a Library location or outside an employee's regularly scheduled work location and/or hours and may result in costs incurred.

The policies and procedures within this Chapter have been established to provide all staff members and trustees the opportunity to engage in such activities and to compensate them when attendance is requested, required, or pre-approved by the Buffalo & Erie County Public Library within the budget for professional development and travel expenses. Employees and trustees are expected to exercise the same care in incurring expenses for official library business as a prudent person would in spending personal funds.

The policies contained in this Chapter supersede all pre-existing policies, procedures or guidelines related to professional development/library business requests and coverage of travel expenses.

II. POLICIES

Professional Development (Chapter X, Section 2)
Library Business (Chapter X, Section 3)
Library Business Expenses (Chapter X, Section 4)
Mileage (Chapter X, Section 5)
Release Time (Chapter X, Section 6)

III. LEGAL COMPLIANCE

The Buffalo & Erie County Public Library shall comply with all requirements of the Local Government Travel Expense Control Act, and any library policy, procedure, or resolution that conflicts with the provisions of the act is hereby repealed to the extent of such conflict.