



## Policy HR 11.4

### All Staff Training Days

Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017; 12/11/2024

Up to twice a year, the North Olympic Library System holds an all-staff training event. The Library is closed to the public and employees attend a day-long session that may consist of meetings, training, workshops and discussion groups. The Executive Director will approve which dates the Library will close each year for the All Staff Training Day(s).

Attendance at all-staff training events is mandatory for all employees, except for employees who work less than 20 hours per week, On-Call employees, and Temporary employees. Excused absences must be approved by the Executive Director or Public Services Director.

When any non-exempt employee is scheduled to attend an All Staff Training Day at a location that is not the employee's regular worksite, the employee will be paid commuting time in excess of the time the employee normally takes to commute from home to their regular worksite. In lieu of mileage reimbursement for All Staff Training Days, each non-exempt employee attending All Staff Training at a location other than their regular worksite will receive a \$15 stipend.

#### **Administration**

The Executive Director is responsible for the administration of this policy.