



POLICY ON NEW STAFF TRAINING

Associations are the employers of staff in the county and district law libraries. LibraryCo provides funds to associations for the operation of the law libraries. Staff resignations and/or retirements may result in unanticipated costs for associations as they recruit and train new employees. These costs would be outside the annual operating grants provided by LibraryCo.

LibraryCo will consider, on a case-by-case basis, requests for extraordinary funding for training new staff when there has been an unanticipated retirement or resignation and it is necessary for the new hire to be trained by the leaving employee. In most circumstances, two weeks should be sufficient to train new employees. Training is expected to focus solely on library-related matters and funding will not be provided for training on non-library association business. Before making a request for extraordinary funding, associations should consult the Roving Law Librarian, who can provide assistance with training on library-related matters.

It is expected that associations applying for extraordinary funding will not have a surplus to cover training costs and that training costs were not included in the current year's grant. Funding will be the lower of actual payroll costs incurred for the leaving employee during the training period or two weeks of payroll costs for the leaving employee.

When a staff departure is expected, as in the case of a planned retirement, associations should budget, where possible, for overlap between new hires and departing employees.

Associations wishing to make an application for extraordinary funding should submit a Capital & Special Needs Request to LibraryCo. Details can be found on the LibraryCo web site at <http://www.libraryco.ca/BestPractices/documents/PolicyonFundingCapitalandSpecialNeedsGrantRequests.pdf>.

Approved by the LibraryCo Board of Directors on February 12, 2010