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Medicine Hat Public Library  
Category: Human Resources

Policy: HR.9  
Title: Trustee and Chief  
Librarian Travel and Moving  
Expenses  
Date Approved: 2023 06 07

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Purpose: The Medicine Hat Library Board recognizes that a new Chief Librarian may need to relocate to take the position; and that Board members and the Chief Librarian may have to travel to fulfil their professional duties. Board members and the Chief Librarian may be compensated for related expenses.

1. The Board may, at its discretion, compensate a new Chief Librarian for expenses related to moving to Medicine Hat to take the position.
  - 1.1. The Administrative Policy on Moving Expenses shall normally guide the Board in their actions in this matter.
2. The Board may at its discretion, compensate Board members and the Chief Librarian for expenses related to business travel.
  - 2.1. The Administrative Policy on Travel shall normally guide the Board in their actions in this matter.
  - 2.2. To be eligible for compensation, Board members and the Chief Librarian shall obtain prior approval for travel from the Board.
  - 2.3. Upon submission of receipts, compensation of a Board member's travel expenses may be approved by the Board via a resolution approved by the majority in a Board meeting.
3. This policy, and Board initiated compensation of expenses, shall be limited to Board members and the Chief Librarian. The Chief Librarian shall be responsible for maintaining administrative policies on compensation of expenses for other employees.