

# ROLLING RIVER SCHOOL DIVISION POLICY

## Library Technicians Hiring Conditions

GDD/P

All individuals hired as a Library Technician or as a School Secretary-Library Technician will have completed or be required to enroll in and complete the Red River Community College Library and Informational Technology Program or an equivalent program within five years of date of hire.

### **Index Regulation**

**Date Adopted:** November 21, 1991

**Date Revised:** January 12, 2006

**Date Revised:** June 13, 2007

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Library Technicians Hiring Conditions

GDD/R

### Library Technician

Library Technicians with no recognized training will be placed at the entry level of Level "O". Library Technicians will be advanced to Level I upon the successful completion of half of the required courses and to Level II upon the successful completion of all the required courses. The Division will reimburse the cost of each course upon successful completion and submission of official transcript and receipt.

### School Secretary-Library Technician

School Secretary-Library Technicians with no recognized Library Technician training will be placed at the entry level of the School Secretary pay scale. Individuals must complete:

- a minimum of two Library Technician program courses per year to advance to the next step of the pay scale;
- a minimum of half the required Library Technicians Program courses to advance to the third step of the pay scale;
- the complete Library Technician program (all the courses) to advance to the final step of the pay scale.

*A failure to meet these requirements will result in failure to advance on the pay scale and may result in termination of employment.*

The Division will reimburse the registration cost of each course upon successful completion and submission of official transcript and receipt.

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