

## **Continuing Education Policy**

The Director may be granted time off with pay and approved expenses to attend library association conferences and other professional meetings. An employee may be granted time off with pay and expenses to attend state and national meetings at the recommendation of the Director to the Board. Requests should be submitted to the Board for consideration at least one month before a decision is to be made.

On some occasions, job-related courses may be required of an employee. The Board of Library Trustees will pay for required classes upon proof of satisfactory completion of the course. Upon the recommendation of the Director, the Board of Library Trustees will allow the tuition up to the equivalent of the Community College tuition for job-related courses of training taken by an employee who works at least 20 hours per week. Employees working less than 20 hours per week may petition the Board of Library Trustees for similar reimbursement. Approval must be obtained before the course begins. Payment will be made upon proof of satisfactory completion of the course.

Staff meetings will be held at least once per month to inform staff members of actions taken by the Board of Library Trustees, to plan or change services, to instruct employees in various phases of library operation, and to discuss new techniques and procedures.

If the staff meeting is held outside an employee's regularly scheduled work day, full-time employees will be given compensatory time off and part-time employees will be paid for the time of the meeting.

All staff members are encouraged to attend continuing education opportunities and workshops offered by the State Library or Library System. Mileage and time will be paid according to policy. Attendance shall have the prior approval of the Library Director. Employees will be considered to be in work status while attending such meetings and shall be reimbursed for reasonable expenses. Employees are encouraged to belong to professional organizations.

The District will not provide tuition reimbursement for fee courses in pursuit of a degree or certificate. The Library Director may review reimbursement for appropriate isolated continuing education activity of any staff member.