

## ELIZABETH TITUS MEMORIAL LIBRARY CONTINUING EDUCATION POLICY

Continuing education of the library staff is vital to effective service to the public and efficient use of tax money. The Board of Trustees encourages the development of each employee to the fullest potential. Training programs may include courses, seminars, workshops, demonstrations, assignment of reading matter, or such other methods as may be available for improving the effectiveness and broadening the knowledge of employment in the performance of their duties.

### Special Training:

Participation in and successful completion of special training programs shall be considered in making advancements in salary and promotions. Employees are encouraged to develop and further their job skills and personal potential by participation in such programs. Evidence of such completion such as an official certification/degree will be noted in the employee's personnel file. Financial compensation for successfully completing a pre-approved educational program will be determined by the Director with Board approval.

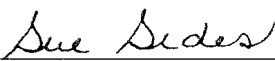
To encourage employee development, the library may reimburse an employee for expenses incurred in obtaining approved training that is relative to the employee's current job responsibilities. At the discretion of the Director, promising employees will be encouraged to attend various kinds of training sessions with time off with pay and may be reimbursed for tuition and travel within the library's budgeted ability to pay. Any requests must be presented to the Director in writing.

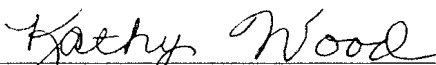
Leaves of absence without pay for educational purposes may be granted by the Director.

### Professional Meetings:

All staff members will be encouraged to attend meetings, workshops, and conferences for the purpose of continuing education. Such education must be relative to the employee's current position, and will require pre-approval from the Director. Staff members attending approved meetings, workshops, and conferences will be allowed time off with pay and, with valid receipts, may be eligible for reimbursement of actual expenses. Request for mileage reimbursement will be subject to the proper request form and the City's current reimbursement fee.

Approved by ETML Board of Trustees 26<sup>th</sup> day July, 2011

  
Sue Sides, President

  
Kathy Wood, Secretary