

Professional Development Policy

(Est. 01/25/2008; Revised 3/18/2015, 4/17/2019, 4/20/22, 3/22/2023)

A. Purpose

The purpose of this policy is to encourage and assist employees to further their professional development.

B. The Library Responsibilities:

1. All reimbursements are subject to the budget and the pre-approval of the Director.
2. Library related conferences, workshops, and courses:
 - a. Pay the actual cost of the conference, workshop, or course.
 - b. Pre-pay and/or reimburse travel expenses.
3. Library-Related Masters-Level Degree classes:
 - a. Degree-related tuition reimbursement is reserved for "Staff" / "Administration" level employees.
 - b. Contribute to the cost of higher education by reimbursing the employee for the actual cost of classes not to exceed \$2,000 per fiscal year, with a maximum reimbursement limit of \$10,000 per employee.
 - c. Reimbursement will be upon completion of the class(es) with a grade of C or better.

C. The Employee Responsibilities:

1. Library-related conferences, workshops, and online courses (not degree-related) may be a requirement of employment:
 - a. Complete the basic and advanced online certificate courses offered by the Idaho Commission for Libraries during the first year of employment. This is not a requirement for any employee classified as "Page."
 - b. Be ready, willing, and able to attend training as required by the Director, including travel inside and outside the state of Idaho.
 - c. Suggest to the Director/Assistant Director events the employee wishes to attend.
 - d. Obtain pre-approval from the Director to attend.
2. Library-Related Masters-Level Degree classes are voluntary and entirely at the discretion of the employee. The following requirements apply to all compensated degree-related course work:
 - a. Discuss with and obtain pre-approval from the Director for potential reimbursement.
 - b. Do all course work on the employee's own time.
 - c. Remain in the Library's employ for two years after completion of the class or reimburse the Library for any and all expenses incurred by the Library.
 - d. Degree-related tuition reimbursement is reserved for "Staff" / "Administration" level employees.