

Category: Personnel  
Policy Number: 510  
Title: Continuing Education of Staff

Guidelines and Procedures:

1. The staff shall be given reasonable time to attend workshops, seminars, conferences and other library related functions as schedules and budget permit.
2. All staff members will be encouraged to take educational courses to upgrade their library knowledge.
3. The Board will pay for the cost of courses with the expectation of its successful completion by the staff member. The board will review any unsuccessful results, and reimbursement from staff may be required.
4. The cost of First Aid Training will be provided to all employees.

Reviewed May 14, 2022

Policy #510  
**Continuing Education of Staff**