

## TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Personnel  
**Policy Number:** 511  
**Title:** Expenses for Educational Courses

### **Policy Statement:**

Library staff shall be encouraged to enroll in and complete courses that will upgrade their skills to work more efficiently in the library.

### **Guidelines and Procedures:**

1. The staff member shall enroll in the course of his/her choice with approval from the Board. The registration expenses are borne by the staff member enrolling.
2. The Board will pay for the cost of the course upon written evidence of its successful completion by the staff member.  
An example of written evidence would be a transcript or certificate from the educational body.
3. When the board requires that any staff take a course, the board shall pay for the course.

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