

Lib-05-004

Section: Tofield Municipal Library Staff

Title: Continuing Education and Development

Approval Signature: _____

_____, Chair, Tofield Library Board

Latest Revised Date: _____

1. Upon the application and approval by the Tofield Municipal Library Board, staff may be reimbursed fees for continuing education or professional development successfully completed whose subject matter pertains to the work at Tofield Municipal Library within each department's professional development budget. The library manager must approve all continuing education for employee(s).
2. An employee who resigns from Tofield Municipal Library employment agrees to reimburse the library for continuing education and all related expenses paid by the library within 3 years of the training completion date. As rated below the library authorized to recover funds by means of payroll deduction from the employee's final pay.
 - a. Employee Repayment is prorated:
 - i. 100% if the employee leaves before 18 months less a day
 - ii. 75% if the employee leaves from 18 – 24 months less a day
 - iii. 50% if the employee leaves from 24 – 30 months less a day
 - iv. 25% if the employee leaves from 30 – 36 months less a day
 - v. 0% if the employee leaves after 36 months
3. Employees who are covered by the library overtime agreement are eligible for in lieu of time if the library requires them to take the training outside of their regular hours.
4. Employees are not eligible for in lieu of time if they are requesting the library to cover their expenses, in whole or in part, for attendance at a conference, workshop, course, or seminar, which the library manager is not requiring them to attend.
5. Employee(s) are encouraged to pursue professional development where relevant to the library and/or their position for continuing education upon approval.
6. Upon completion of each course the library manager will submit a written report to the library board citing subject matter and course overview.