

1. Purpose

Northern Lights Library System (NLLS) supports ongoing professional development to enhance employee skills, knowledge, and effectiveness in their roles. This policy outlines the process for engaging in short-term training opportunities such as conferences, workshops, and industry events.

For formal education programs (e.g., diplomas, certificates, degrees), please refer to the Continuing Education Policy (Sec 1, 1D.1).

2. Professional Development Activities

Professional development may include:

- Conferences, seminars, and industry networking events.
- Short-term training workshops or skill-building courses.
- Webinars and online learning sessions.
- Certification programs related to job responsibilities.
- Other activities approved by NLLS leadership.

Employees should discuss potential opportunities with their department manager before seeking approval.

3. Approval & Budget Considerations

- Professional development requiring NLLS funding must receive written approval from the Executive Director and align with the Board-approved budget.
 - Employees are encouraged to explore free or low-cost development opportunities whenever possible.
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4. Reporting & Knowledge Sharing

- Employees must share key takeaways from approved training in a format that benefits the organization (e.g., a short written summary, team discussion, or presentation at a staff meeting).
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5. Compensation & Time Considerations

- If NLLS requires an employee to attend professional development outside of regular hours, they may receive time in lieu if covered under the NLLS Overtime Agreement.
- If professional development is voluntary and funded by NLLS, time in lieu may be granted at the discretion of the Executive Director, subject to Board-approved budgets.

NLLS Board Chair

Date