

## 1. Purpose

Northern Lights Library System (NLLS) supports continuing education opportunities that enhance employee skills and knowledge in alignment with their roles. This policy outlines the conditions under which NLLS may provide financial assistance for employees pursuing diplomas, degrees, or professional certifications.

For short-term training opportunities (e.g., conferences, workshops, webinars), please refer to the Professional Development Policy (Sec 1, 1D).

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## 2. Eligibility & Program Requirements

- Continuing education may include:
    - Diplomas, degrees, and certifications from recognized institutions.
    - Courses that directly align with an employee's current role or career progression within NLLS.
  - Employees must discuss potential programs with their Department Manager and the Executive Director before applying for NLLS funding.
  - A written agreement between NLLS and the employee is required before financial assistance is granted.
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## 3. Financial Support & Repayment Terms

NLLS may provide financial assistance based on budget availability and the relevance of the program to the employee's role.

### 3.1 Repayment Agreement

Employees receiving financial assistance must agree to a repayment clause if they resign or are terminated (excluding layoffs) within three (3) years of completing the course.

Repayment schedule:

- 100% repayment if leaving within 18 months of course completion.
- 75% repayment if leaving within 18-24 months.
- 50% repayment if leaving within 24-36 months.
- 0% repayment after 36 months.

NLLS may deduct repayment amounts from the employee's final paycheck.

### 3.2 Executive Director Discretion

- The Executive Director may grant exceptions to repayment obligations in cases of extenuating circumstances.
  - Budgetary exceptions must be ratified by the Executive Committee.
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### 4. Employee Responsibilities

- Employees must maintain satisfactory academic progress and successfully complete the course.
  - If an employee fails a course, they must either:
    - Repay NLLS for the course related expenses, or
    - Retake the course at their own expense.
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### 5. Knowledge Sharing & Reporting

To ensure NLLS benefits from continuing education investments, employees will share key learnings in a format that supports organizational growth. This may include:

- A brief written summary.
- A team discussion or presentation.
- An informal debrief with their Department Manager.

The format will be determined based on the nature of the course and the employee's role.

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### 6. Compensation & Time Considerations

- Employees are not eligible for time in lieu for continuing education.
- Employees are encouraged to plan coursework outside regular working hours or discuss scheduling flexibility with their Department Manager if needed.

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NLLS Board Chair

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Date