

## **PROFESSIONAL GROWTH AND DEVELOPMENT**

All staff are encouraged to become members of civic, educational and professional organizations. Employees are urged to avail themselves of work-related opportunities offered through workshops, meetings, and conferences sponsored by library schools, professional associations, the member cooperative, and other public libraries. If the opportunity occurs during the employee's work time, the employee must complete a Professional Growth and Development Form as well as a registration form for the workshop. The Financial Analyst/HR Specialist will register the employee for the workshop, meeting or conference.

If the workshop, meeting or conference expenses are approved by the Director or Assistant Director, expenses incurred will be paid by the Library. Once such approval has been given, the Financial Analyst/HR Specialist will register the employee for the workshop.

In some cases, the Director or Assistant Director may approve only the release time for the workshop, meeting or conference and the employee will be responsible for the burden of registration, mileage, and meal costs.

In either case, an employee's time for a workshop, meeting or conference will be paid up to an eight hour day for each day of attendance.

Requests for schedule changes in order to take additional coursework will be dealt with on an individual basis. If an employee finds that a leave of absence is necessary, see LEAVES OF ABSENCE in this policy for procedure.