

## Professional Development Addendum

### Objective:

This policy aims to provide employees with professional development opportunities that increase their skills and enhance their contributions to the library. An employee's work performance is vital to the success of our library. Therefore, providing professional development to our employees is an investment in their jobs and the library.

### Eligibility:

This policy applies to all permanent, full-time or part-time, employees of the library. It's an employee's responsibility to seek new learning opportunities. Professional development is obtainable through attendance at seminars, educational courses, books or periodicals, and webinars that assist the employee in performing their essential job functions and increase the employee's contribution to the library.

### Reimbursement:

Generally, the library will cover any training fees, including registration and examination (one time). They may also cover transportation, accommodation, and personal expenses. Covered expenses are at the director's discretion. If the director decides to cover these costs, they should make arrangements themselves (e.g., tickets, hotel reservations). The library will cover all incurred expenses up to \$250.00 after employees bring all relevant receipts and invoices.

If employees want subscriptions, they should contact the director directly. The director will preferably set up the subscription. In some rare cases, they might give formal approval to employees so they can do it themselves. Once employees make arrangements, they should inform the director of the cost and any other details in writing.

### Benefits for the employee:

- It shows the company's concern for the employee's personal growth and professional success.
- It gives employees the skills they need to tackle greater responsibility at greater pay.
- It keeps employees current with skills and thinking in their field and permits them to learn from peers both inside and outside the company.
- Employees who train together develop a better understanding of colleagues and form productive relationships across departmental lines.