

POLICY MANUAL

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SECTION: PERSONNEL

POLICY G-15

TOPIC: Professional Development

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It is the policy of the Board to encourage its employees to undertake professional development opportunities to enhance their skills and abilities for the benefit of the Library.

**1. Conferences and Training Courses**

- i. Staff requests for attendance at conferences shall be submitted to the CEO using the approved conference form (Appendix X). The CEO may authorize attendance where requests are in accordance with the approved Library budget. The CEO shall submit a request to attend a conference to the Executive Committee for approval.
- ii. A written report shall be filed with the CEO as soon as possible for presentation to the Board.
- iii. All expenses must be supported by receipts and submitted within 30 days of return from the event.
- iv. In those cases where the Library requires an employee to take a specific training course, the Library shall pay or reimburse the employee for mileage, meals, etc. as outlined on the conference form.