

## HATCH PUBLIC LIBRARY CONTINUING EDUCATION POLICY

The Board of Trustees of the Hatch Public Library recognizes the ongoing need to encourage library staff to develop new skills related to their present and future jobs in the library. Staff Development/Continuing Education activities include, but are not limited to: participation in workshops, seminars, conferences, and formal coursework within and outside the library dealing with aspects of the staff member's work.

### 1. HATCH PUBLIC LIBRARY STAFF DEVELOPMENT/MEETINGS:

Staff meetings are usually held or status memos are issued each month to convey information and to permit an opportunity for staff to communicate with the Director. Attendance at staff meetings is required unless specifically excused in advance by the Director of the Hatch Public Library. Time spent at staff meetings will be paid time in addition to the staff member's assigned working hours for that week.

### 2. CONTINUING EDUCATION FINANCIAL SUPPORT FOR TRAVEL AND TRAINING:

- a. Continuing education expenses are provided within the limits of the Hatch Public Library Professional Development Budget at the discretion of the Director of the Hatch Public Library with approval by the Library Board of Trustees.
- b. In order to receive financial support for a travel and training experience outside the library, other than a Winding Rivers Library System training, a staff member must request financial support in writing from the Director prior to attending the experience. The request should indicate the types of expenses possible such as class registration fees, travel costs, meal and lodging expenses. Dates and training times should also be indicated. The Director will submit such a request for herself/himself to the Board of Trustees.
- c. In issuing financial support the following guidelines will be considered:

#### Types of Educational Activity

- 1) Required--Coursework needed to complete certification, trainings on new information with applications necessary for current job.
- 2) Desirable--Coursework or workshops of interest to a staff member which relates to their current position and will provide benefits to both library and staff person.

#### Types of Financial Support

- Work and travel time,  
Registration fee, travel costs,  
meal expenses
- Registration fee

- d. Final approval for all continuing education and related expenses must be given by the Director. Final approval for the Director will be given by the Board of Trustees.
- e. A staff member may be reimbursed for class materials if they would meet library selection criteria and are donated to the library at the end of the class in good condition. This arrangement will need Director approval prior to the beginning of training.
- f. Meal expenses at authorized functions shall be reimbursed at the following maximum rates: Breakfast - \$5.00, Lunch - \$6.50, Dinner - \$10.00. A signed and dated receipt must be submitted to receive reimbursement.
- g. Employees leaving on library business prior to 6:00 A.M. may be eligible for breakfast reimbursement. Employees attending an out of library function between the hours of 11:30 A.M. and 12:30 P.M. may be eligible for lunch reimbursement. Employees attending an out of library function and returning after 7:00 P.M. may be eligible for dinner reimbursement. Eligibility will be determined by the Director.
- h. Carpooling when attending workshops is required. An individual choosing to travel separately may forfeit mileage reimbursement. Any authorized automobile travel in a personal vehicle will be reimbursed at the currently approved rate as set by the city or system. A staff member using his/her own vehicle for library business must have a certificate of insurance (or a copy of his/her active insurance policy) on file in their personnel file at Mauston City Hall.
- i. Out-of-town meetings/trainings required because of the staff member's job duties will be counted as work time spent at the meeting/training plus travel time, excluding time for meals.
- j. Out-of-town meetings/trainings that are not required, but which will benefit a staff member's job duties will be counted as work time excluding travel time and meals.
- k. The Board of Trustees recognizes the importance of the Director participating in functions as the representative of the Hatch Public Library. Therefore, the Director will receive full support for expenses incurred attending trainings sponsored by the Winding Rivers Library System and the annual Wisconsin Library Association Conference.

Date of Approval: February 19, 1997

Revised: June 1, 2000