



Continuing Education Staff

Background

The Chinook Arch Library Board recognizes the necessity for informed, well-trained employees. Attendance at library or job-related courses, workshops, and conferences enriches employee work experience and increases employee knowledge of library concerns and services.

Policy

The Chinook Arch Library Board encourages and supports employee attendance at library or job-related courses, workshops, and conferences.

Guidelines

1. Subject to budget guidelines, employee attendance at courses, workshops, and conferences shall be at the discretion of the CEO.
2. Employees will be reimbursed in the following manner subject to satisfactory attendance and approval by the CEO:
 - a. Courses, workshops and conferences related to the employee's job: The System will pay the full costs of registration, as well as approved travel and accommodation expenses.
 - b. Other courses an employee wishes to take will be judged on their own merits. The CEO will determine the proportion of financial assistance.
3. On those occasions when an employee attends a course or conference at the request of the CEO, and the course occurs during evening or weekend hours, the employee may be allowed time-off-in-lieu equivalent to the course attendance hours.

Last Reviewed:	1 August 2013
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