

Commented [NN1]: Change after Board approves

- 3 PERSONNEL
- 3.3 3.3 Employee Benefits
- 3.3.16 Tuition Reimbursement (continued)

To receive reimbursement, the employee must submit an approved Request for Tuition Reimbursement form together with a receipt for tuition costs and grade report within 60 days after completion of the course(s).

3.4 Continuing Education

3.4.1 Philosophy

The Board of Trustees encourages staff attendance at professional meetings.

3.4.2 Time Allowances

Absence from work to attend a meeting must be arranged in advance with the department manager to ensure adequate service.

For full time employees in grade levels 1 through 7, their 40-hour work week schedule (Sunday through Saturday) will be adjusted if at all possible to remain at 40 hours. If not possible, full time employees in grade levels 1 through 7 will be compensated for overtime in excess of 40 hours a week (Sunday through Saturday) as specified in Section 3.2.6.

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Part time employees will be compensated for additional hours incurred due to attendance at meetings if the budget allows. Compensatory time may be arranged if that is necessary due to budget constraints or employee preference. Such a determination will be made prior to the occasion.

The Library is willing to arrange adjustments in schedules so employees may take advantage of opportunities for special study, provided the Library's service is not adversely affected.

3.4.3 Travel Expenses

Travel expenses such as mileage, room rent, registration fees, etc., incurred in attending professional library meetings, visits to other libraries, and for travel necessary to accomplish library business shall be reimbursed to the extent of the approved travel budget for the year. Determination of expenses which will be reimbursed will be clarified by the Director before they are incurred.

3.4.4 Staff Meetings

Staff meetings will be held on a regular basis to present and explain matters of policy, to discuss professional issues, new trends, techniques and objectives, and to promote progress in the Library. The staff is urged to suggest questions for consideration at such meetings, and all members are invited to participate in the discussion.