

HR 112 TRAINING & DEVELOPMENT

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Policy:

The County of Prince Edward Public Library will encourage and fully support all employees in continuation of their education. This may be through participation in formal courses, workshops, and conferences or observation in other libraries. The Board will pay course fees and other approved costs.

Procedures:

1. Any employee wishing to participate in training will apply in advance to the CEO with a description of course or training event, costs (direct and related) and agreement to submit a written report.
2. If the application has merit (depending on staffing and budgetary considerations), the employer agrees to cover the cost of some or all of the following:
 - Tuition
 - Registration
 - Materials
 - Travel and Accommodation
3. Receipts for all expenses are required.
4. The Board will make provision in the annual budget estimates for training and development of employees.
5. The CEO will make available to employees information about upcoming training and development events.
6. Documentation of training and development events will be maintained in Library HR files.