

EAST FISHKILL PUBLIC LIBRARY DISTRICT
CONTINUING EDUCATION POLICY

The strength and effectiveness of the Library is dependent upon, in part, the knowledge and experience of the staff. In order to maximize each employee's potential, it is the Library's policy that clerical and professional staff shall regularly take part in job-related training from reliable trustworthy sources. Pages and cleaning staff are exempt from this requirement.

Employees are encouraged to attend local and national conferences when appropriate.

- Acceptable training can be through live, streaming or recorded sessions.
- Training must be approved in advance by the employee's supervisor.
- The Director does not need Board approval to enroll in any training or professional development.
- Time spent in training is considered part of the employee's compensated work hours.
- If the training is held in a location other than the library, the employee will be reimbursed for approved transportation costs.
- Carpooling is encouraged.
- Mileage is reimbursed based on the current rate set by the IRS.
- The Library reserves the right to require proof of attendance.