**4.12 PROFESSIONAL CONFERENCES & MEMBERSHIPS**

CRCPL will pay expenses for staff and Trustees to attend library conferences, workshops, and other professional meetings as funds allow and the Executive Director approves.  These expenses may include mileage, registration fees, and meals that are an integral part of the conference or meeting.  If the meeting spans more than one day, room expense may be paid. Opportunities to attend meetings shall be rotated among employees so that as many as possible may benefit from participation.

Overtime or compensatory time for meetings, workshops, or conferences and associated travel will be allowed only if:

* the employee is required to attend and
* the meeting is directly related to the employee’s job and
* the employee cannot adjust their weekly schedule to total not more than 40 hours.

Professional Membership annual fees where membership benefits CRCPL may be paid by the library for staff in management positions when funds are available as approved by the Executive Director.

**4.13 CONTINUING EDUCATION**

Within the limits of available resources, CRCPL will offer training to increase an employee’s skills, knowledge, and abilities directly related to work duties. Opportunities generally include, but are not limited to, workshops, and conferences sponsored by other agencies or organizations. Every employee is expected to attend at least two continuing education programs each calendar year. Requests should be submitted to the employee’s direct supervisor first. If payment, travel, or reimbursement is required, the event must be approved by the Executive Director.

**4.14 TUITION REIMBURSEMENT**

Employee’s education and development are beneficial to both the employee and CRCPL. Employees with at least one year of service are eligible to apply for reimbursement for job-related courses and programs of study. This reimbursement will be available only if funded by the Board of Trustees in each annual budget.

Employees who are planning to enroll in a degree program must discuss their intentions with the Executive Director before formally applying in writing. Reimbursement requests will be presented to the Board for budget consideration. Staffing priorities will determine the number of granted recipients per year.

Courses and degrees must be relevant to library work. Examples include, but are not limited to, a Master’s degree from an ALA-accredited program, technical certifications, or other courses directly related to the employee’s essential functions. Reasonable adjustments will be made to an employee’s schedule to accommodate coursework.

If budgeted and approved, employees will be reimbursed 50% of the cost of coursework up to $2000 per semester (or equivalent) when the employee submits a paid tuition receipt and proof of a grade B or better (“passing” or “satisfactory” when applicable) to the Chief Fiscal Officer within 60 days of completion. Employees enrolled in a semester of coursework will not be reimbursed for parking or travel. In some instances, expenses for books and materials may be reimbursed, but will become library property.

Technical certifications or re-certifications will be paid 100% when required by CRCPL. Elective certifications must be preapproved by the Executive Director and funds will be allocated based on availability.

Employees who receive reimbursement commit to the following:

Presenting on some aspect of the coursework at an all-staff meeting, an annual in-service day, or a regional workshop or conference (when approved by the Executive Director).  
Continued employment for at least twelve months after completion of latest reimbursed coursework. This commitment does not constitute a contract for continued employment. If employment is severed before twelve months, the employee may be responsible for refunding all or part of the money awarded (as determined by the Executive Director and Chief Fiscal Officer).  
For more information, contact the Executive Director.