

Continuing Education and Professional Development

Continuing education, including attendance at professional conferences and in-service training programs, is encouraged by the Board of Trustees. Provisions for time and expenses will be made whenever possible within constraints imposed by economic and service considerations. Reimbursements for actual expenses shall be paid upon the submission of proper vouchers and approval by the Board of Trustees. For reimbursements to be considered by the Board of Trustees they must have been recommended by the Chief Executive Officer.

No library employee is to attend meetings outside the district on Library time or at Library expense without the prior written approval of the Chief Executive Officer.

No employee, except the Chief Executive Officer, is to attend any meeting, conference, or workshop etc., which calls for overnight accommodations without prior approval of the Board of Trustees. The Chief Executive Officer should report overnight travel at the next Board meeting if not approved in advance by the Board of Trustees.

Employees and Trustees are expected to share knowledge gained from continuing education opportunities with their fellow workers and/or Trustees so that the benefit to the Library is multiplied. Employees and Trustees who attend conferences and workshops requiring overnight accommodations should report in writing or at a Board meeting or department heads' meeting what they learned so that the educational benefit to the Library is maximized.

In order to foster and encourage staff participation in local and national professional organizations the library will pay the full cost of all full-time employees' membership in the Suffolk County Library Association and one half of the cost of full time professional employees' membership in statewide and national library associations approved by the Chief Executive Officer.

Amended: August 19, 2004; June 2021

Reviewed: July 15, 2010