

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 submission of proper vouchers and approval by the Board. For reimbursement requests to be considered by the Board they must have been recommended by the Director.

No library employee, except a department head or the director, is to attend meetings outside of the District on Library time or at Library expense without the prior written approval of the Director.

Only the Director may attend meetings, conferences, workshops, etc. outside of Long Island on Library time or at Library expense without the prior written approval of the Director.

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

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Employees and Trustees are expected to share knowledge gained from continuing educational 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.

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