

PROFESSIONAL DEVELOPMENT

The Library encourages its employees and trustees to increase their knowledge and stay connected with their profession through continuing education and professional development, particularly through participation in professional meetings, programs, and conferences.

All Library Employees, full-time and part-time, and Library Trustees shall be eligible to partake in professional development training and to receive reimbursement for expenses associated with same. All professional development which the employee or trustee attends on Library time and/or expects reimbursement from the Library must be pre-approved as per the following:

- The Employee's Department Head shall approve professional development training taking place within the Library district and for which the expected aggregate cost is not expected to exceed one hundred dollars (\$100) per employee.
- The Library Director shall approve professional development training which takes place outside of the Library district but within Suffolk or Nassau County for which the expected aggregate costs exceed one hundred dollars (\$100) per employee but is not expected to exceed five hundred dollars (\$500) per employee and does not require overnight accommodations.
- The Library Board of Trustees shall approve professional development training which takes place outside of Suffolk or Nassau County, or for which the expected aggregate costs is expected to exceed five hundred dollars (\$500), or which requires overnight accommodations.
- The Library Board of Trustees shall approve professional development training attended by a Library trustee.

Employees seeking pre-approval must be able to demonstrate ways in which the training will benefit the employee on the job.

Reimbursement for approved and allowable expenses associated with professional development shall be paid to the employee upon submission of proper vouchers and approval by the Board of Trustees.

Travel to and from professional development sites in the employee's or trustee's private vehicle shall be reimbursed as per the Library's "Mileage Reimbursement" policy. Expenses incurred for travel by other means (i.e. air, rail, taxi, etc.) shall be reimbursable to the employee assuming all conditions of this policy have been met.

Employees and trustees shall be entitled to reimbursement for their own meal and beverage expenses while attending professional development training as follows: \$15 for breakfast, \$20 for lunch, \$40 for dinner (up to a maximum amount of \$75 for the employee/trustee per day). The Library will not reimburse employees or trustees for alcoholic beverages. The Library shall also not reimburse employees or trustees for personal telephone calls or other personal expenses made while attending professional development training.

Employees are expected to share knowledge gained from their professional development opportunities with their coworkers so that the benefit of such training is enhanced.

Latest Revision: May 22, 2006

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