

**FOSTERING A SUPPORTED & EMPOWERED STAFF:  
STAFF TRAINING AND PROFESSIONAL DEVELOPMENT**

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COMMITTEE:	Strategic Leadership Team	PASSED:	June 12, 2003
TOPIC:	Recruitment and Employment	AMENDED:	23 July 2015; 2 September 2016
		REVIEW PERIOD:	As required.

**MANAGEMENT GUIDELINES**

The Library believes in supporting human potential and enabling excellence. As such the Library is committed to encouraging and supporting staff in their continuous learning and self-directed professional development, and to providing in-house and external training and development opportunities.

Employees are encouraged to be involved in associations and extra-curricular professional involvement according to their interests, to foster their understanding of, and engagement in, the field of 21<sup>st</sup> century public librarianship. One hallmark of professionalism is contributing to the field through volunteering, research and participation in conferences.

In addition to the employee’s self-directed professional development, the Library makes some funds available, subject to budget limitations, to support staff to attend workshops, conferences, courses and training programs that will enhance their ability to perform their duties and increase their skill levels.

**In-Library Training**

The Library periodically makes in-Library training opportunities available for staff, for example in the areas of health and safety or new technologies, and all staff are encouraged to participate fully. To indicate interest, employees should complete a “*Request to Attend Training Course/Workshop*” form and submit it to their Manager for consideration. Managers and supervisors will schedule staff to ensure the maximum staff participation, with consideration to staff and replacement costs, schedules, operational needs/service levels, suitability, interest and space.

**External Courses, Workshops and Training Programs**

Employees may be interested in learning opportunities conducted outside of the Library, for example at a university or private training organization. Such employees should complete a “*Request to Attend Training Course/Workshop*” form and submit it to their Manager for consideration.

**Criteria** the managers use to evaluate these requests includes: course cost, staff and replacement costs, operational needs and departmental workload, suitability and how attending the course will confer benefit on the Library and the employee’s work.

## **Reimbursement of Course Fees**

Where employees have made a request to attend job-related training and have received approval from their Manager and the Director of Library Services, the employee may also request the Library pay a portion or all of the course cost, as determined and recommended by the employee's Manager and/or the Senior Leadership Team. The employee shall complete the "*Approval Form for Financial Support for Training Costs*" form to request the Library's financial assistance and submit it to their Manager for consideration.

**Criteria** the Managers use to determine the level of financial support includes: applicability of the proposed training to the employee's work, funds available, other training requests already funded, and proof of completion.

At the time of authorizing the "*Approval Form for Financial Support for Training Costs*" form, the Director of Library Services will stipulate on the form the amount that will have to be repaid if the employee leaves the Library's employment within a specified time.

In the event the Library declines to subsidize the costs of the employee's course, workshop or training program of their choice, the employee may attend the course/training program on their own time or may request a Leave of Absence without pay.

Expenses incurred for authorized attendance are outlined in the Board's Finance Policy.

## **Attendance at Conferences**

Employees are encouraged to attend professional conferences in order to enhance their ability to perform their duties, to understand the professional context and to bring back to the Library information and ideas gained from the conference programs and contacts.

In the case of applications for attendance at professional conferences *on work time*, the employee shall submit a "*Request to Attend Training Course/Workshop*" form to their Manager and the form must be approved by the Director of Library Services or designate. If there is a fee for the conference and the employee is seeking financial support to attend, the employee must also complete the "*Approval Form for Financial Support for Training Costs*" form.

**Criteria** for conference approval include all the criteria listed above, plus the appropriateness of the conference program content to the employee's job duties and professional development goals.

## **Training Follow Up**

Employees who attend in-Library or external training and development opportunities will be required to ensure all follow up activities are completed. This includes:

- Ensuring receipts, invoices and certificates, as applicable, are submitted as proof of completion and for the employee's file
- Ensuring related, qualifying expenses, as applicable, are claimed in a timely fashion
- Completing the Staff Training Follow Up Survey:  
[https://www.surveymonkey.com/r/NVDPL\\_TrainingSurvey](https://www.surveymonkey.com/r/NVDPL_TrainingSurvey)
- Sharing their new learning and skills with the Library