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| RED DEER PUBLIC LIBRARY | SUBJECT: PERSONNEL POLICIES CONTINUING EDUCATION | SECTION: 7.22 PAGE: 1 DATED: MAY 2002 |
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7.22 CONTINUING EDUCATION FOR LIBRARY EMPLOYEES

- .01 The Red Deer Library Board believes that professional education is a responsibility shared between the employee, the employer and professional associations. It is the policy of the Red Deer Library Board to encourage staff to take training to improve job related expertise. Acceptance or rejection of staff requests for training will be determined by the suitability of the candidate, acceptability of courses, space in courses, staffing needs of the Library, and budget. Leaves shall be granted with pay and expenses will be reimbursed as per the following guidelines:
- .01 Payment for tuition fees and related expenses, or education leave, will be dependent upon sufficient funds being available in the Staff Development budget.
 - .02 Approval for reimbursement of fees or leave is required prior to an employee's enrolling in a course.
 - .03 Payment of tuition fees for an approved course is subject to the employee's successful completion of the approved course.
 - .04 Employees applying for reimbursement of tuition fees or educational leave must have been employed by the Library for at least one year.
 - .05 Tuition fees will not be reimbursed for courses unrelated to the employee's present position, or to higher level positions in the Library.
 - .06 Fifty percent of the cost of tuition fees and required textbooks will be paid for an approved course which will help the employee to upgrade his performance in his present position, or upgrade his qualifications for promotion to a higher level position in the Library.
 - .07 One hundred percent of the cost of tuition fees and required textbooks will be paid for a course which is directly related to the employee's job, and which has been requested by the Director; which is necessitated by technological change; and/or which provides the employee with knowledge, abilities and skills which he was not expected to have when he assumed his position, but which are now required in his position.

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- .08 If the employee leaves the library's employ within one year of completing a course approved for reimbursement, the costs paid by the Library will be reimbursed by the Employee.