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## Hastings Highlands Public Library

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**Area:** Human Resources  
**Policy Title:** Professional Development  
**Policy Number:** HR-18

**Initial Policy Approval Date:** September 12, 2016  
**Last Review:** April 22, 2021  
**Year of next review:** 2023

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It is the policy of the Hastings Highlands Public Library to assist its employees in the upgrading of skills, knowledge, and qualifications in order to increase current performance and the potential for assuming increased responsibilities. The Hastings Highlands Public Library recognizes the need for and the benefits which accrue from effective training and development programs, which can serve the general quality of performance of the library administration.

This policy covers only training, development, and position requirements judged as directly and specifically related to the employee's work. Each employee that is approved for training is to provide new and pertinent information from the training to the CEO for the purpose of improving procedures and/or practices of the Hastings Highlands Public Library.

### **PROCEDURE:**

It is the purpose of this policy to:

1. Attract and retain employees who are concerned with their personal development and interested in building a rewarding career.
2. Help enrich the work experience of library employees, allowing greater satisfaction and preparation, whether possible, for assuming increased levels of performance and responsibility.

### **RESPONSIBILITY:**

1. It is the responsibility of the Board of Trustees to demonstrate its support for the proper education and training of its employees through the establishment of a formal policy for the training and development of Library employees.
2. It is the responsibility of Library CEO to:
  - a) Identify departmental training and development needs and priorities.
  - b) To undertake the coordination and budgeting of departmental training and development programs.
  - c) To emphasize the importance of the training and development function as an ongoing, continuous process.

3. It is the responsibility of the Library employees to:
  - a) Seek out individual development opportunities, including the identification of training and development needs and the discussion of such needs and opportunities with the CEO.
  - b) Participate in training activities when requested by the CEO.
  - c) To provide the completed Staff Training Form (Appendix A) for pre-approval by CEO.
  - d) To provide the Expense Claim Form (Appendix B) with all receipts to the CEO for approval within ten (10) calendar days of their return for approval.

**DEFINITIONS:**

1. Training means a program(s) of activity designed to raise an employee to a level of competence required for present job responsibilities.
2. Development means program(s) of activity designed to prepare an employee for future job responsibilities.
3. Position Requirements means any training, development and duties that require an employee to perform to meet job responsibilities and/or future job responsibilities.

**TRAINING AND DEVELOPMENT COURSES:**

1. Participation in training and development courses initiated by the employee may be eligible for financial assistance as follows:

To a maximum of 100% of tuition expenses for courses that have a direct or indirect application to present job responsibilities or anticipated future job responsibilities if it is the opinion of the Chief Executive Officer that such course(s) will benefit the employee in the performance of their duties.
2. When an employee is requested by the Library to undertake participation in a training, development, or position requirements course(s), the Library will assume expenses associated with participation as follows:
  - 100% tuition
  - Books
  - Travel expenses
3. Employees will be reimbursed for training and development courses taken in accordance with #1 and #2 of this policy when proof of completion with a passing grade or proof of 80% attendance is achieved (in courses that do not have grading) has been provided to the CEO.
4. When an employee requests a leave of absence for a period to exceed two weeks to attend a training, development, or position requirement course, such requests shall be considered in light of existing departmental manpower requirements and functional objectives.
5. Should the leave of absence be granted, it shall be with full salary and benefits payable to the employee.

6. A summary of the course and employee reflections are to be presented to the CEO and a copy of this put in their personnel records. Likewise, the CEO would present course learnings to the Board and this would be added to his/her file.

**ELIGIBLE COURSES:**

1. The following types of courses are eligible for reimbursement in accordance with the requirements of this policy:
  - Library Services
  - Public/Social Service
  - IT basics
  - Information Services
  - Leadership/Team Building
  - Skills Courses (report writing, presentations, technology, communications)
  - Other courses as approved by the Chief Executive Officer, Board and/or Council

**EMPLOYEE COST SHARING FORMULA:**

If an employee leaves the employ of the Library within one year of the completion of a diploma course (a course which takes one year or longer to complete) for which the Library has paid, the employee will reimburse the Library for 50% of the costs incurred, unless the employee leaves due to health reasons.

**See below:**

**Appendix A - Staff Training and Development Form**

**Appendix B – Expense Claim Form**

**Professional Development  
Appendix A: Staff Training and Development Form**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Name and Job Title:

\_\_\_\_\_

Name of Training Course: \_\_\_\_\_

Course Date(s)/Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

What specific knowledge or skills will you learn?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

