

	Policy Title EMPLOYEE TRAINING AND DEVELOPMENT POLICY	Policy Number 9.1
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I. Purpose

- a. The Camas Public Library regularly supports training in furtherance of the City's and Library's mission and goals, and to develop professional skillsets. The Library considers training essential to developing new knowledge and skills. All staff are expected to participate in development activities aimed at improving the effectiveness, efficiency, and growth of the Library.

II. Support for Training and Development

- a. The Library's primary training and development programs will come in the form of free online training. Access to this training is readily available during an employee's work hours.

Employees may also be eligible for fee-based training, either online or in-person, with or without the cost of travel and meals as appropriate. To be considered for Library-paid training opportunities, an employee must have completed the probationary period and have received approval from the Library Director prior to the event.

The Library will not pay for, nor reimburse, tuition.

- b. The Library will provide support for employee training based on a number of factors, including benefit to the employee and department, relation to the employee's job responsibilities, need, budget, and effect on staffing. Any out-of-town travel or training must be pre-approved by the Library Director.

If the training program is approved by the Library Director, all payments or reimbursements must be in compliance with the stipulations and requirements of the City's Travel Policy.

Originally adopted by the Board of Trustees, December 3, 1998.
Revised and approved February 6, 2020.