



# Durham Public Library

## **DPL PROFESSIONAL DEVELOPMENT POLICY**

The Durham Public Library recognizes the importance of encouraging and supporting employees in the professional development activities that are related to their employment.

### **Monetary Guidelines**

- Maximum amount to be used in a calendar (budget) year: Up to \$10,000
- Maximum amount per DPL employee per year: Up to \$1500 for full-time employees and up to \$1000 for part-time employees.
- At the discretion of the Board of Trustees, the maximum amounts may be adjusted.

### **Priority Uses**

- Cross-training of staff or other in-house training. Staff shall be paid their hourly wage for hours of training.
- Any workshop, conference, or on-line tutorial that would benefit the individual and the library. Staff shall be paid their hourly wage for hours spent up to an 8-hour day. Expenses covered include mileage, tolls, per diems for meals, lodging, and conference/workshop registration fees

Adopted 12/2/2015

## **PROFESSIONAL DEVELOPMENT IMPLEMENTATION PROCEDURES**

### **Implementation Procedures**

- In the first quarter of the calendar year, the Director will present to the Board of Trustees a staff development plan for the year. This plan will be based on goals set by the Director and each staff member as part of the annual employee evaluation.
- In-house training of staff will occur whenever feasible on Monday mornings, but the library may close for staff training upon approval of the board.
- The Library Director will have one-page application forms available and will discuss requests with each staff person interested in applying.
- The Library Director will check off each application and then forward it to the Library Board of Trustees. The Board will make the final decision to grant or deny the amount requested, or to grant a reduced amount.

Employees who receive funding will report to staff at the next staff meeting on what they learned, new ideas suggested, etc.

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