

# Staff Development

1. The Board of Trustees encourages the staff to become involved in professional activities. The staff's professional growth will be reflected in added contributions to the Library.
2. Staff members are encouraged to become members of community, educational and professional organizations to add to their personal growth and to promote the benefits of the Library.
3. As determined by the Director, staff growth and development shall be promoted through in-service training opportunities; the availability and use of professional materials and other recognized methods for aiding the growth of staff members in their professional abilities and their use of these to benefit the Library.
4. An annual in-service day for all regular employees working 18 hours per week will be provided. Pages, substitutes, temporary and part-time employees regularly scheduled to work less than 18 hours a week are highly encouraged to attend as well, as their schedule permits. The Library is closed to the public on that day.
5. The Library pays for membership in the Michigan Library Association for all librarians working 18 or more hours per week and full-time department heads who have worked in the library at least one year.
6. The Library pays for membership in the American Library Association, Public Library Association for the Library Director and full-time MLS librarians who have worked the library at least one year.
7. The Library pays for the Library Director's necessary expenses, i.e. transportation, lodging, meals and registration at the American Library Association's annual and midwinter meetings.
8. The Library will pay necessary expenses, i.e. transportation, lodging, meals and registration for the Director, and other professional staff members as appropriate, for ALA or PLA national conferences and MLA annual conferences.
9. Professional leave for attendance at workshops and conferences may be granted by the Director if request for such is made in advance and the library can maintain adequate staffing:
  - A. Requests should be made in writing and include:
    - 1) Brief description of event
    - 2) Date(s) held
    - 3) Location
    - 4) Costs
  - B. Attendance, fees and expenses may be paid considering:
    - 1) Budget limitations
    - 2) Relationship of subject to job responsibilities
    - 3) Membership in the organization sponsoring the event
    - 4) Work schedules
  - C. A record of meetings attended will be maintained in each employee's personnel file.
  - D. Employees attending approved workshops or conferences will be paid at their regular rate not to exceed 7.5 hours per day or 37.5 hours per week.