

CONTINUING EDUCATION POLICY

The Greendale Public Library Board of Trustees encourages all library staff to continually educate themselves in their job duties as a regular part of their job description.

The Board requires its staff to attend relevant committee meetings and continuing education functions conducted by the Milwaukee County Federated Library System.

The Board encourages staff to attend workshops and conference conducted by presenters of interest and relevance to their job description.

The Board agrees to reimburse staff members for registration costs and fees, meals, travel and lodging with the prior approval of the Library Director and within the limits of the continuing education budget. The Board will not provide lodging costs for part-time non-professional library staff.

The Board recognizes that attendance time and travel time may be counted as work time with the understanding that the Board will reimburse the staff member so that there is no salary loss.

Approved 01/12/05