



# Policy HR 11.1 Membership in Professional Organizations, Conference Attendance and Professional Development

Adopted by the Library Board of Trustees: 01/24/2013

Revised: 02/23/2017

North Olympic Library System aspires to provide a stimulating and supportive work environment where staff members can be successful, enjoy their work, and be recognized for their efforts on behalf of the Library. NOLS encourages:

## **1. Professional organizations**

NOLS supports employee participation in professional, job-related organizations that enhance knowledge and skills and contribute to furthering the goals of NOLS. With prior approval, use of work time may be allowed for participation as an active member, organization officer, or board or committee member in a job-related organization. When the Library budget and other travel and training priorities allow, reasonable travel expenses may also be paid.

## **2. Conference attendance**

Library employees who attend conferences, meetings or training seminars on work time and/or with all or part of registration and travel costs paid by NOLS will be expected to provide a summary report to colleagues and to share the information gained with those colleagues who would benefit from the information. Department heads and branch managers who attend conferences, meetings or training seminars are expected to incorporate information gained into in-house training programs.

Prior approval by the employee's supervisor must be received before attendance at any training session or conference. Attendance at any training session or conference outside of western Washington must be approved in advance by the Library Director or designee.

## **3. Professional development and training**

The Library recognizes that a trained workforce is more efficient, more productive, and more prepared to provide quality service(s) to the customers and communities we serve.

Generally, library and department managers are responsible for identifying training needs and recommending employees for special training programs, or providing identified on-the-job training. Employees are encouraged to further their personal and professional education in order to enhance their job performance and work productivity, as well as increase their potential for upward mobility. Prior approval to attend a workshop, conference, or other training activity must be obtained from the appropriate supervisor and/or manager.

Employees attending training programs, sponsored or required by the Library, during regularly scheduled work hours are compensated at their regular rate of pay. As funding permits,

registration costs may be paid or reimbursed by the Library for required or sponsored training activities. For training held away from the Library, employees are eligible for reimbursement for travel, meals, and lodging expenses consistent with the Library's travel and reimbursement policies.

#### **4. Administration**

The Library Director is responsible for the administration of this policy.