



Professional Development

Human Resources

Purpose

The purpose of this policy is to ensure the provision of professional development opportunities for Brantford Public Library staff. Professional development is an investment in library employees and their capacity to meet current and future needs. The public Library landscape is constantly evolving; library staff need opportunities to enhance their knowledge, skills, and abilities in order to provide the best possible service to the community.

Scope

This policy applies to all permanent, full-time, and part-time employees. Professional development opportunities for employees with temporary or short-term contracts may be considered, at the discretion of library management.

Policy

1. Professional development involves obtaining skills, knowledge, qualifications and/or experience that allow staff to refresh, grow, and succeed in a career. Professional development opportunities include coursework, training, webinars, workshops, seminars, conferences, exhibits, and internal onsite learning opportunities.
2. At the discretion of the CEO/Chief Librarian, an employee may be granted time off with pay to attend a conference or other professional development activity during working hours.
3. All requests for participation in the development or delivery of conference programming must be approved by the CEO/Chief Librarian beforehand.
4. Staff will be informed in a timely manner whether their professional development request has been approved or denied.
5. Re-imbusement for expenses incurred to attend a conference or other professional development event shall be in accordance with the *Library Staff and Board Member Travel and Expenses Policy*.
6. Approval for course re-imbusement is at the discretion of the CEO/Chief Librarian, and subject to applicable collective agreement, internal policy, or employment contract language.
7. Decisions regarding approval of professional development requests will be made based on a number of factors which include:

- availability of funds
 - cost of request, and whether cost-saving strategies are available (e.g., bursaries, early bird pricing, etc.)
 - scheduling and operational requirements of the library
 - relevance of the opportunity to the employee's immediate responsibilities
 - relevance of the opportunity to the library's mission, vision, values and strategic plan
 - possibilities for practical application of the material
 - relevance of the opportunity to succession planning needs within the organization
 - relevance of the opportunity to employee goals set during the annual performance review process.
8. To ensure that all staff members have comparable opportunities to further their professional development, management will also consider previous participation in professional development opportunities when making final approval decisions.
9. Staff may be asked to prepare a write-up or presentation to report on their approved professional development experiences, with particular focus on ideas and information that they hope to apply in their work or that will benefit others in the organization.

History

Supersedes: Not applicable

Background documents, related policies: *Brantford Public Library Library Staff and Board Member Travel and Expenses Policy*

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