



Professional Development

Governance

Policy

The Brantford Public Library is committed to the professional development of staff.

Procedures for Processing Staff Development Requests

1. At the discretion of the CEO, an employee may be granted time off with pay to attend conference, workshops, or seminars occurring during the employee's normal working hours.
2. All requests for participation in conference activities, i.e. conducting sessions and organizing conference events must be approved by the CEO beforehand.
3. Major conferences and workshops will be communicated to staff by a notice on the Intranet and brochures left at service desks. Staff will be asked to submit requests by a specified date.
4. Staff wishing to attend a conference, workshop or other professional development opportunity should submit a request in writing to their supervisor. The request should include name of the staff member, the name and dates of the opportunity, and if applicable, the sessions that the staff person would like to attend.
5. Staff will receive an email from their supervisor at the earliest opportunity informing them if their attendance has been approved or denied.
6. Expenses for attendance at a convention or conference shall be as follows:
 - **Accommodation:** actual cost of room per delegate to be supported by receipts to a maximum of the conference hotel rate per day
 - **Transportation:** full cost of the most reasonable transportation to and from the event
 - **Registration:** actual cost
7. Decisions regarding approval of requests will be made based on a number of factors which include:
 - availability of funds and cost of request
 - scheduling and operational requirements of the library
 - relevance of the opportunity to the staff's immediate responsibilities
8. To ensure that all staff members have comparable opportunities to further their professional development, if all other considerations are equal, management will look at previous attendance at professional development opportunities in order to make a final decision about attendance.
9. Staff will be expected to report on the benefit of professional development opportunities at departmental meetings and/or in writing. Reports should focus on ideas and information that will benefit the organization and/or department.
10. Staff who attend conferences and workshops on their regularly scheduled day off

History

Supersedes: Not applicable

Background documents, related policies: Not applicable

Approval Date: March 2005

Revision History: Not applicable

Projected Review Period: Not applicable

Author: Unknown

Approval Level: Brantford Public Library Board