

WESTCHESTER PUBLIC LIBRARY
EMPLOYEE CERTIFICATION AND EDUCATION
EXCERPT from PERSONNEL POLICY MANUAL

212 - CERTIFICATION OF EMPLOYEES

In some instances the minimum requirement for employment in a particular position will include that the employee be certified by the Indiana Library Certification Board. In no instance will an employee be hired for a position where certification is required if he or she does not hold the appropriate certification or cannot attain the certification in a reasonable length of time. Employees promoted to positions requiring certification are also required to pursue the certification requirements of their new positions.

308 - EDUCATION

The Library recognizes that the skills and knowledge of its employees are critical to the success of the organization. The Library's educational program encourages personal development through staff meetings, workshops, conference attendance, and formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Library.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The Library has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Requests for educational assistance for classes, workshops and conferences should be submitted to the Director.

While educational assistance is expected to enhance employees' performance and professional abilities, the Library cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Educational assistance for a formal course of study will consist of the library provided tuition reimbursement for a successfully completed class from an accredited college or university. Successful completion will consist of the completion of all course requirements and earning a passing grade/credit for a course. Reimbursement will not include payment for books, meals, travel or compensation for time expended.

Tuition reimbursement will be made at a rate of 50% payable six months from the date of course completion with another reimbursement of 50% payable one year from the date of course completion, providing the employee continues to be employed by the library without interruption until the six month or one year anniversary date of the course completion whichever is applicable to the requested reimbursement. The Library Board may grant an

intervening leave of absence for just cause such as jury duty or maternity leave. Tuition reimbursement will not exceed the usual resident rate per credit hour charged by a college or university operated by the State of Indiana.

The Board of Trustees reserves the right to waive any of the qualifying requirements of this policy and award educational assistance at their discretion.

While the library might assist an employee in attaining the number of Library Education Units (LEU's) required to maintain the appropriate librarian certification required of their position, it is ultimately the sole responsibility of the library employee to acquire, record, and report LEU's to the Indiana State Library. Employees who do not maintain their required certification may be subject to immediate termination.

GUIDELINES FOR ATTENDING CONFERENCES AND WORKSHOPS AND FOR TAKING CLASSES IN PERSON AND/OR ONLINE

Educational assistance will consist of release time, travel reimbursement, meal reimbursement, and payment of payment of workshop and conference fees for library related conferences and workshops.

Educational assistance may also consist of book and tuition payments for a formal class (university) if the class is related to the employee's job. Book and tuition payments must be approved by the Director before the class is taken, and will only be made after the class has been completed with a passing grade. There will be no release time, travel reimbursement, or meal reimbursement related to taking a formal class.

Requests for educational assistance (time, travel, lodging, fees, or tuition) must be submitted in advance to and approved by the Director.

Preference for educational assistance will be given to employees who are in positions that require certification.

Preference will be given to classes needed for certification.

Cost will be a consideration and excessively expensive classes, workshops, and conferences will be denied.

Employees may be authorized to attend conferences and workshops during normal working hours.

Employees may be authorized to take classes online during normal working hours as long as they have not yet accumulated enough of the LEU's required for recertification.

Employees are encouraged to take courses at home, but will not receive compensation for time spent on course work at home.

Employees should not attempt to take more than 3 classes at a time.

Employees should not wait too long before beginning to collect LEU's

Employees should take enough classes each year to insure continued certification.
Employees should not wait until the last minute to take classes, keeping in mind the budget is limited and must be spread out over multiple employees and multiple years.