

Mid-Hudson Library System Policy

Staff Personnel Policy Amendment

713 Staff Development

The System is committed to: (1) providing opportunities for staff to acquire the knowledge, skills, and education they need to be successful and effective in delivering the System's services to member libraries; and (2) supporting staff with development opportunities that are work related.

Staff is annually consulted in determining professional development needs. A staff development budget is annually provided, when funding permits, to support the participation of staff in work-related meetings, training, workshops, conferences, certification programs, classes, and courses.

Staff development is provided during the workday and on-site whenever possible and may include job-specific and on-the-job training, as well as general staff development. Staff may also be required or encouraged to attend opportunities that are off-site and occur during or outside of the normal workday. Costs associated in attending these opportunities shall be the System's.

Staff may also request permission to attend work-related opportunities that are off-site and occur during or outside of the normal workday. The System may support such attendance and related costs at its discretion. Staff should submit such requests to their supervisor; and attendance and related costs require the approval of the Executive Director.

However, whether staff participation in development opportunities are required, encouraged or at the request of staff, time in-attendance spent outside of the normal workday at such opportunities shall be adjusted, whenever possible, by changing the staff's normal workday to avoid paid overtime and/or the use of compensatory time-off.