

## **SAMPLE: Professional Development Policy**

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

SOLS supports professional development as an opportunity to enhance the skills and knowledge of its staff and meet the evolving needs of the organization. SOLS believes in mutual responsibility where it strives to maintain the employability of staff while at the same time expecting them to stay professionally current. To the extent possible within division budgets, SOLS funds participation in approved events

### ***Tuition Fees***

Fees for a course or tuition may be fully reimbursed to staff if courses relate directly to their present work requirements. In this case, they receive 50% reimbursement when they submit a tuition fee receipt and the remaining 50% when they submit proof of successful course completion.

Fees for a course or tuition may be reimbursed by up to 50% if the course is developmental and increases competence or provides for possible career progression. Staff receive reimbursement after submitting proof of successful completion.

### ***Seminars and Workshops***

SOLS funds staff participation in job-related professional development.  
*Conferences*

SOLS pays for attendance at a conference if it is beneficial to a participant's work.

### ***Approval***

Staff must obtain approval from their supervisor and division directors for reimbursement or participation in all professional development activities.

### ***Professional Development Time***

Staff may request approvals to attend a professional development program during work hours even though they are not directly related to their current job. If staff attend, they are to make arrangements with their supervisor to make up missed time.

### ***Professional Memberships***

On approval of the Division Director, staff may each request \$100 per year towards any professional membership that is relevant to their work at SOLS.

Staff may also request that SOLS reimburse expenses for membership in organizations where the membership provides direct benefits to SOLS. Requests may be made annually and are subject to Division Director and CEO approval.