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Date: May 13, 2019
To: Rapid City Public Library Board
From: Pat Jones, Policy Committee Chair
Re: Continuing Education Policy

Date: May 7, 2019
To: Pat Jones, Policy Committee Chair
From: Sean Minkel, Assistant Library Director
Re: Continuing Education Policy

Motion: Move to approve updates to the Continuing Education Policy clarifying both the requirements and maximum reimbursements.

Background: The Continuing Education Policy addresses the library's commitment towards staff education and encourages staff to pursue degrees in either a library field or one related to their current position.

The majority of changes recommended will bring this policy into agreement with already existing or current practices as they have evolved.

- A waiting limit of 6 months was imposed by the Friends of the Library as a result of several staff members receiving reimbursements, then almost immediately leaving for new employment
- The maximum reimbursements were previously defined by procedure, but it is more appropriate to include these in policy
- It has been long-standing practice to only reimburse one class per semester per staff member as this helps to ensure that funding is available to more individuals

The final change to the policy allows staff to pursue continuing education after completing their initial probationary period rather than a full year, which in most cases would be a 3-month change; there is no reason to exclude staff from pursuing education earlier in their careers.