



CONTINUING EDUCATION POLICY

~~May 13, 2019~~ April 12, 2021

This policy ~~was adopted to address~~es continuing education and training needs of staff by formalizing the library's commitment towards staff development. The policy is specifically intended to encourage staff to continue their education in pursuit of a library degree, or a degree related to their library role.

Continuing education funds are available to all Rapid City Public Library employees who are past their probationary period ~~on a full-time or part-time basis~~; these funds are provided by the Friends of the Library and are contingent upon the Friends' approval of an annual educational funding request. Employees may be reimbursed for either full or partial course costs related to:

- Bachelor's or Associate's Degree coursework related to the employee's library position (courses in support of a minor in Library Science are preferred)
- Course work towards a Master of Library Science (MLS) or other Master's Degree specifically relating to the job
- Higher education courses other than the MLS degree, as it relates to the employee's job

Employees will receive reimbursement 6 months following demonstration of successful completion of the class, for one class per semester. The maximum reimbursement for each class is \$300 for Associate classes or certification programs; \$450 for Bachelor's classes; and \$1,350 for Master's classes. The reimbursement may not exceed the full cost of the course in question and will be prorated based on the employee's percentage of hours worked compared to a 40-hour week.

This policy is not intended to replace the city's educational loan fund, which also provides financial support for appropriate educational or training opportunities.

Applicants ~~must complete a form to request funding reimbursement through this policy~~will submit funding reimbursement requests to the Assistant Director for review.

Revised May 13, 2019; reviewed March 9, 2015; revised February 13, 2013; April 8, 2009; Adopted March 9, 2005, RCPL Board of Trustees