



CONTINUING EDUCATION POLICY

~~April 12, 2021~~ April 10, 2023

~~This policy addresses 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 maybe be applied for by library employees who have worked at the Rapid City Public Library for at least 6 months~~are available to all employees who are past their probationary period~~; 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 MLIS) or other Master's Degree specifically relating to their position job
- Higher education courses other than the Master's degree, as theyit relates to the employee's job

Employees will receive reimbursement 6-six 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
- \$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 any other loan or grant fund which~~the city's educational loan fund, which~~ also provides financial support for appropriate educational or training opportunities.

Applicants will submit funding reimbursement requests to the Assistant Director for review within three months of the course being completed.

Revised April 12, 2021; May 13, 2019; March 9, 2015; February 13, 2013; April 8, 2009; Adopted March 9, 2005, RCPL Board of Trustees