Irvin L. Young Memorial Library

Staff Development Policy

The Irvin L. Young Memorial Library Board of Trustees has created a fund for Staff Development. The purpose of this fund is to encourage employees to further their education as it directly relates to working in the public library. This fund is separate from the budget amount set annually for continuing education activities required for re-certification of the professional staff.

The benefit will be provided according to the following:

1. Prior approval of the course(s) must be requested from the Library Director, who will determine the relevance of the proposed course(s) to work in the public library.
2. The employee will pay the tuition and then request reimbursement from the Library upon receiving grades no lower than "C" for an undergraduate course and no lower than "B" for a graduate course..
3. Reimbursement will be on the following scale for an undergraduate course:
    a. 50% of the cost of tuition if the employee receives a "C"
    b. 60% of the cost of tuition if the employee receives a "B"
    c. 75% of the cost of tuition if the employee receives an "A"
    Reimbursement will be on the following scale for a graduate course:
    a. 60% of the cost of tuition if the employee receives a "B"
    b. 75% of the cost of tuition if the employee receives an "A"
    Reimbursement will be for up to twelve credit hours annually. The lifetime limit for this benefit will be limited to 42 credits.
4. An employee who takes individual courses without enrolling in a specific degree or certification plan will be required to remain employed at the library for one calendar year following receipt of funds from the Library. An employee who wishes to enroll in a specific degree or certification plan will be required to remain employed at the library for three calendar years following the final receipt of funds from the Library. If the employee leaves before the required time, the employee must pay back the funds received to the Library.
5. Employees must take courses on their own time.