

Lied Public Library Policy**Section: Personnel****Subject: Employee Continuing Education Policy****Board****Approved:12/2005****Last Reviewed: 08/2022****Last Revised:10/2010****Employee Continuing Education Policy**

1. Time will be allowed for attendance and expenses paid for professional meetings and workshops as allowed in the budget. Membership in professional, State and National organizations is encouraged.
2. Employees need to ask permission to attend a meeting or workshop in advance with registration, expense information and other details regarding the meeting or workshop so that the decision can be made.
3. If an employee is not given permission to attend a meeting or workshop, they may still choose to attend without work hours counted or any expenses granted as long as staffing on the job is available.