

STAFF DEVELOPMENT POLICY

GENERAL POLICY

The purpose of employee training is to increase the knowledge, skill and proficiency of employees in order to improve the quality of service to the public. In addition to new employee training and orientation, the Library encourages continued staff development for established employees. Training should be related to the employee's job duties. Training opportunities include professional association webinars, conferences, and meetings, schools, seminars, and workshops offered by public institutions and private companies, and in-house instruction. Training opportunities are to be made available as equitably as possible, without discrimination.

NEW EMPLOYEE TRAINING AND ORIENTATION

1. The Library Business Manager will meet with all new employees to advise them of all general conditions of employment such as the wage and salary plan, fringe benefits, and other general Library-wide policies and procedures.
2. The City's Human Resources Department will meet with new eligible employees to enroll them in the health insurance program and advise them of other programs available to them.
3. The direct supervisor and the Leadership Team will orient each new employee to the job, the mission, the organizational culture, customer service model, and the strategic plan goals of the library.

RESPONSIBILITY FOR TRAINING PROGRAMS

Supervisor and Leadership Team

- Determine current and future training and development needs for employees in the library's annual budget and work program.
- Assure that employees are provided with sufficient time to participate in training programs without unduly interfering with the necessary operation of the Library.
- Assure that all employees receive equal consideration for appropriate training opportunities.
- Complete Employee Training form.

Employee:

- Actively participate in professional development and training.
- Communicate perceived needs and/or special interests.
- Submit written summary of training sessions using the Employee Training Form
- Share knowledge obtained through training with colleagues when appropriate.

CAREER DEVELOPMENT

It is in the mutual interest of the Library and its employees to foster career development to the extent possible. Training can play a significant role in preparing individual employees for upward mobility within the organization. Employees and their supervisors are encouraged to work together to develop training programs which not only benefit the Library as an organization, but also assist individuals in enhancing their knowledge, skills and abilities. Although supervisors can assist, individual employees need to assume primary responsibility for their careers. Resources for such opportunities are useful tools in career development and interested employees are encouraged to consult their supervisors.

History: Adopted September 2000, effective January 1, 2001; Revised October 2003; Revised July 2006; Revised July 2011, Revised September 2022.