

Professional Development Policy

The professional development of all staff members is recognized by the trustees as being of great importance to the Pelham Library community.

During the term of his/her contract, the Library Director will be granted up to 22 hours paid leave of absence and up to \$500 of documented expenses to attend one national library conference each year. Additionally, the Library Director may be granted up to 8 hours paid leave and documented travel expenses of \$125 per year to attend relevant training sessions and meetings.

All time and travel expenditures for trips over a day in duration must be approved in advance by the Library Board of Trustees.

All other paid library employees are encouraged to attend workshops, training sessions and conferences relevant to their responsibilities at the library, for which they will be paid their regular hourly rate. All such workshops and trainings must be approved by the Library Director in advance. The Library Director will recommend workshops that may be of interest to staff members.

Proposed revision January, 2017

Trustee Chair