

**Marion Public Library
Supplemental Personnel Policies
Supplementing SECTION 2, Part 2.11 of City of Marion Personnel Policy**

Continuing Education

The Marion Library requires that its full-time professional and paraprofessional staff be certified by the State Library of Iowa (see their certification page at <http://www.statelibraryofiowa.org/ld/c-d/cert>). Toward this end, the library will allow these staff members to use work time for continuing education; the library will also pay expenses including tuition/registration fees, required materials fees, and travel and meal expenses as necessary. Prior approval is needed for classes that require fees for which employees will need reimbursement.

Staff is expected to work with the scheduler to plan work time for continuing education opportunities well in advance of each session. If classes are scheduled outside of regular work hours, staff should ask for accommodation in that week's work schedule. Comp time may be used with advance approval of staff person's supervisor, but this should be the exception.

Staff doing continuing education programs will get work time credit for actual contact hours; credit may not be taken for time spent doing assignments, class reading, or research.

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