

## **Education Assistance Policy**

*KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.*

The Library encourages staff to further their education. Depending upon the availability of funds, tuition reimbursement is available to employees taking classes that will assist them in their job responsibilities or for classes that would apply toward advancement within the Library. Employees requesting tuition assistance must have completed their introductory evaluation period with satisfactory ratings. Priority will be given to employees pursuing degrees to fulfill educational levels required by their currently held position. Employees who currently have a Master's in library science are not eligible for tuition reimbursement.

If funds are available, reimbursement will be made to employees for tuition, fees, and textbooks for each class successfully completed. Employees may apply for reimbursement for up to two (2) classes each calendar year. Employees who apply for reimbursement must present proof of tuition costs and evidence of a satisfactory grade. Satisfactory grades are considered to be an A or a B. In the case of pass/fail grading, a passing grade is satisfactory. Tuition reimbursement requests should be made in advance of taking any classes for which reimbursement would be requested. All requests for tuition reimbursement must be approved by the Library Director. An annual maximum may be imposed, depending on the budget and the number of participants. When purchased with library funds, textbooks becomes the property of the Library.

To maximize the library's ability to facilitate staff education, employees are encouraged to pursue scholarships and grants. If awarded, the employee must notify management in order to adjust education assistance.

If a course is incomplete or receives a less than satisfactory grade by the employee, the Library may require reimbursement for all expenses incurred. If a staff member leaves library employment after receiving education assistance, reimbursement for the Library's contribution may be required in accordance with the following:

Before the completion of one year - 50%  
Before the completion of two years - 25%

All employees providing library services shall obtain and hold the appropriate certificate as required by the Kentucky State Board for the Certification of Librarians. The Library pays the application and renewal fees for certifications that are a requirement of employment. Employees who enroll in secondary education classes in order to complete requirements for certification will be reimbursed. Class attendance will be paid at the employee's normal pay rate. Classes should be scheduled, in cooperation with the supervisor to minimize disruption to library operations. The Library is under no obligation to provide work time and/or pay for homework or study time.

Depending on the budget and the number of participants, the Library will pay for workshops and conferences, especially when applicable toward certification. Record of attendance must be provided to the Library Director. [reviewed 11/17/2021]