



# Further Education

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**PURPOSE:** Personnel Policy and Procedures for the Taber Public Library.

## **POLICY**

1. The Taber Public Library requires employees to obtain and upgrade skills through attendance at seminars, workshops, formal learning programs and short-term education programs.
2. Financial assistance is available to all employees who wish to further their education through job related programs, in-services, etc.

## **GUIDELINES**

1. The Library Manager will keep the Board informed of staff who are undertaking the responsibility of further education with regards to job related programs, inservices, etc.
2. Taber Library Board will provide financial assistance with the amount determinant upon number of staff currently undertaking further education and the amount as budgeted for in the current year budget.

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