



FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Serving Clark, Skamania, Klickitat Counties and Woodland and Yale Precinct in Cowlitz County

Education and Training Policy

PURPOSE

FVRL is committed to providing a stimulating work environment that encourages lifelong learning. Training is a shared responsibility between management and employees. Training activities shall, primarily, be job specific and may be required as part of the employee's immediate position. All training expenditures must fall within the budget constraints of FVRL and free, low cost or internal training will receive first priority for approval. Refer to the *Travel and Subsistence Policy* for information on eligible expenses.

In some instances, training activities may provide opportunities to prepare the employee to pursue a future position within FVRL in accordance with the employee's established career path and succession management plans. Managers and immediate supervisors must provide a work environment that is conducive to learning opportunities.

TYPES OF TRAINING OPPORTUNITIES

FVRL provides a wide range of valuable learning opportunities for employees. These include training offered in-house, distance education by audio or web conferencing, and training provided by associations or commercial companies as well as workshops, seminars, conferences, webinars, on-the-job training, stretch assignments, coaching, and mentoring.

INTERNAL TRAINING

A good number of the opportunities for training are prepared and delivered in-house by FVRL staff. The Staff Development Coordinator oversees this training for all employees. FVRL outlines the training requirements for each position within the District. Employees can register for these sessions through the Source.

EXTERNAL TRAINING

FVRL provides employees with the opportunity to attend training delivered by external providers in and outside of Washington. This type of training is considered on a case-by-case basis when funds are available and where in-house or local alternatives are not available. In all cases, records shall demonstrate that the option chosen is the best value option available. Requests for external training opportunities must be submitted in writing using the Application for Conference or Training form available on the Source.

TRAINING CATEGORIES

The following categories of training are outlined in the Employee Development Profiles for each job:

- **New Employee Orientation (NEO):** Mandatory training that must be completed prior to the employee's first shift.
- **Reference and Circulation:** Mandatory training required for branch positions. This training should be completed within the first three months.

- **Required for position by FVRL:** Training designed to develop additional skills/knowledge necessary for performance in the employee’s current job. Training spans a period of approximately 6 months to three years and varies based on job descriptions and/or responsibilities of the employee.
- **Enhances Abilities:** Training related to job duties that can improve skills/knowledge beyond the minimum required for performance.
- **Professional Development:** Training related to job duties that provide additional skills/knowledge to support an employee’s career growth.
- **Mandatory Training:** Any activity in which participation is required by FVRL as a condition of employment. Such required training normally involves acquiring skills or knowledge directly related to the staff member’s current position. All eligible expenses related to mandatory training will be paid for by FVRL.

ELIGIBILITY CRITERIA

- All Permanent Full-time (FT) and Part-time (PT) and Substitute employees must attend most courses identified in the first three training categories under Internal Training as identified above.
- Permanent FT and PT employees may be supported to attend other categories of training provided there is available funding.
- The opportunity is advantageous to FVRL and the employee.

ALA/PLA/ULC	30%
WLA/WALE/PNLA	20%
Other educational opportunities	20%
Mandatory	10%
Web-based	10%
Discretionary	10%

- Employees who have not attended a conference in the past two years will receive preference over those who have attended a conference in the past year.
- Mandatory or position-related training may take precedence over voluntary or self-selected opportunities.
- Participating on committees for WLA or ALA/PLA will be supported as much as possible.
- Presenting at conferences is encouraged if relevant to position.
- A probationary waiting period of up to 12 months may be waived by the Executive Director or their designee when conference attendance is at the request of FVRL.

ACCESSIBILITY

Training practices and learning activities shall provide fair and equitable treatment of all employees including, notifying employees about the availability of accommodation for trainees with disabilities and

consulting with any employee who requests an accommodation in a manner that takes into account the employee's accessibility needs due to disability. This includes, but is not limited to, the provision of accessible formats and communication supports.

RESPONSIBILITIES

Administrative Team

- Support employee participation in development and learning opportunities designed to meet department/branch objectives and job requirements.
- Set annual budget for training support and reimbursement.

Manager and Supervisor

- Identify and ensure employee learning goals are aligned with operational and legislated requirements as well as core performance competencies.
- Work with Human Resources to identify training and development needs.
- Provide employees with the development and learning opportunities necessary to achieve organizational objectives and meet present and future job requirements while ensuring responsible spending.
- Approve training requests.
- Coach and mentor employees.

Employee

- Discuss their learning needs and course attendance with their supervisor.
- Upgrade and improve their skills, knowledge, and abilities through various learning mechanisms as required.
- Submit a one-page overview of training with your reimbursement paperwork.
- Integrate learning into their everyday approach to work.
- Apply their learning and share it with others.
- Advise Human Resources of accommodation requirements at time of registration.
- Submit application for Conference or Training prior to the deadline.
- Take advantage of early bird pricing whenever available.
- Provide proof of their successful completion of the program.
- Provide appropriate cancellation notice to avoid charges.

Human Resources/Organizational Development

- Consult with employees and managers to identify learning needs.
- Develop, coordinate and/or deliver learning programs to meet system-wide needs.
- Maintain Employee Development information for all employees.
- Provide at least 24 hour notice of training cancellations to employees whenever possible.
- Evaluate training programs and report out regularly.
- Process reimbursement of tuition fees for approved employees.
- Manage the training budget.

COMPLIANCE

The Executive Director or their designee may make exceptions to this policy. In all other instances, non-compliance must be reported in a timely manner to a supervisor or manager. All instances of noncompliance shall be addressed immediately and may result in progressive disciplinary action.

SUPPORTING DOCUMENTS

Travel and Subsistence Policy

Employee Handbook

Application for Conference or Training Form

Reimbursement Form

Training Event Form

Policy History:

Training Policy adopted by Board 12/11/2000

Revised to include Meetings, Conferences and Conventions policy: 3/10/2003

Revised 7/12/2010

Revised & renamed to Education and Training Policy 4/17/2017