

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Continuing Education and Professional Development	Revised Date:	Sept 21, 2019
			Sec 1, 1D
		<i>Reviewed:</i>	July 10, 2019

CONTINUING EDUCATION and PROFESSIONAL DEVELOPMENT

1. Upon prior application and approval by the Executive Director, and/or Department Manager an employee may be reimbursed fees for continuing education or professional development successfully completed whose subject matter pertains to the work at NLLS within each department's professional development budget.
2. An employee who resigns from NLLS employment agrees to reimburse NLLS for continuing education and all related expenses paid by NLLS within three (3) years of the training completion date. As rated below NLLS is authorized to recover funds by means of payroll deduction from the employee's final pay.
 - a. Employee Repayment is prorated:
 - i. 100% if the employee leaves before 18 months less a day
 - ii. 75% if the employee leaves from 18-24 months less a day
 - iii. 50% if the employee leaves from 24-30 months less a day
 - iv. 25% if the employee leaves from 30-36 months less a day
 - v. 0% if the employee leaves after 36 months.
3. Employees who are covered by the NLLS Overtime Agreement are eligible for in lieu time if NLLS requires them to take the training outside of their regular hours.
4. Employees are not eligible for in lieu time if they are requesting NLLS to cover their expenses, in whole or in part, for attendance at a conference, workshop, course or seminar, which NLLS is not requiring them to attend.
5. Employee(s) are encouraged to pursue professional development where relevant to NLLS and/or their position for continuing education.

Upon completion of each course the employee will submit a written report to the department manager citing subject matter, course overview along with grade received.

6. At their discretion, the Executive Director and/or Department Manager has the right to permit an exception due to extenuating circumstances to the employee repayment process outlined above. Outside budgetary exceptions are to be ratified by the Executive Committee.
7. Upon completion of any continuing education or professional development approved by NLLS, the employee will submit a written report to the department manager citing highlights and any learning take backs for NLLS.

NLLS Executive Board Chair

Sept 21 2019
Date of Approval