

## Employee Learning and Growth Program

The purpose of the Employee Learning and Growth Program is to give library staff members the opportunity to expand their knowledge of the core competencies needed to succeed at the Ephrata Public Library. Staff members will gain knowledge and skills through participation in a variety of both online and classroom courses.

All library employees are required to participate in the Employee Learning and Growth Program. At the employee's yearly performance evaluation, courses will be suggested by the employee's immediate supervisor based on areas the employee may need to improve upon. Employees may exercise flexibility in scheduling courses; however, all required credits must be completed by the end of the year. Upon completion of a course, an employee will receive a continuing education credit certificate. A copy of the certificate should be submitted as a PDF file to the Executive Director and the Operations Manager. Failure to meet the required number of credits will result in a negative impact on an employee's yearly performance evaluation, or in some cases, termination. Continuing education credits will not be counted without a certificate.

Salaried or full time employees will not be paid for continuing education credits completed; instead they should complete their continuing education credits during the work week. Part-time employees can take advantage of the library's Self-Directed Learning program to complete continuing education hours. Approved continuing education expenses will be reimbursed by the library.

### Chart of Continuing Education Requirements

Job Title	Credits Required
Executive Director	15
Assistant Director	10
Manager of Operations	5
Adult Services Manager	10
Technical Services Manager	10
Shift Manager	10
Children's Librarian	10
Children's Programming Assistant	10
Adult and Teen Programming Coordinator	10
Acquisitions Specialist	8
Reference Specialist	10
Library Assistant (20 hours or more/week)	8
Library Assistant (20 hours or less/week)	4
Circulation Support	3
Passport Agent	3