

Self-Directed Learning Policy

All non-exempt employees will be eligible to participate in the library's self-directed learning program. Each week employees will be scheduled for one hour of off-desk time to focus on learning and practicing job or technology-related tasks. Appropriate tasks can include but are not limited to:

- Viewing a webinar
- Completing library training assignments (23 things, new circulation staff member training, etc.)
- Participating in an online class (Webjunction, Universal Class, etc.)
- Practice using the library's digital services (OverDrive, Zinio, databases, etc.)
- Practice using devices in the library's tech petting zoo
- Reading professional or technology related articles or blogs
- Other activities assigned by the Executive Director or Assistant Director

Each week employees will be required to complete the online Off-Desk Activities form (on the staff wiki) briefly describing what was done during their off-desk time. If the Off-Desk Activities form is not submitted by the end of the pay period, the employee will not be paid for their off-desk time.