Recognition of Educational Advancement

A limited amount of funds shall be budgeted each fiscal year for recognition of educational advancement and costs associated with professional certifications or graduate degrees. Employee participation should be approved by the Manager and the Director prior to enrollment in the program.

**Professional Certification:**

There may be occasion when a professional certification would address a specific need identified by the organization and benefit the employee. In such circumstances, the District would offer financial assistance to full time employees for the costs associated with the coursework for a professional certificate, per policy E560.

Upon successful completion of the certification program, the Manager may submit a request for a 3% salary increase, to the Director, to recognize the employee’s educational achievement. The salary increase would be in addition to the annual step increase for satisfactory performance and would be given to the employee on the salary anniversary date following completion of the program.

Recognition for obtaining a professional certification, in the form of a salary increase, may only occur one time within a particular salary grade. Salary increases may never exceed the maximum of the salary grade.

**Graduate Degree:**

The District also recognizes the value added to the organization when a full time professional employee completes a graduate degree directly related to their position or directly related to the administration of a public library. The District does not include a Masters in Library Science in this policy.

Financial assistance for costs associated with tuition, required fees and textbooks will be available per policy E560.

If the employee assumes a new position while pursuing a graduate degree, a review of the relevancy of the degree to the new position must be considered by the employee’s Manager and Director. The District reserves the right to discontinue tuition reimbursement and recognition for educational advancement if the degree is not applicable to the new position.

When the degree is completed, the Manager may submit a request for a 3% salary increase to recognize the employee’s educational achievement. The salary increase would be in addition to an annual step increase for satisfactory performance and would be given to the employee on the salary anniversary date. Recognition for completion of a graduate degree, in the form of a salary increase, may only occur one time. Salary increases may never exceed the maximum of the salary grade.