



8 Route 129 | Loudon, NH 03307 | [MaxfieldLibrary.com](http://MaxfieldLibrary.com) | (603)798-5153

## **Educational Assistance Policy**

### **PURPOSE**

Maxfield Public Library (MPL) recognizes that the skills and knowledge of its employees are critical to the success of the organization. The education assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills.

Educational assistance in the form of tuition fees, tech fees, and the cost of course materials will be provided only for courses required for the graduate study of Library or Information Science (MLS, MLIS, or equivalent) through an American Library Association (ALA) accredited program.

### **POLICY**

- MPL will reimburse up to \$750.00 per fiscal year, subject to the limitations of the budget as approved. Funds will be distributed equally among those requesting reimbursement.
- Requirements for educational assistance include the following:
  - Only full-time employees are eligible.
  - Educational assistance will be provided in an amount not to exceed the total amount approved in this policy.
  - The employee must have completed six (6) months of employment with a favorable employee evaluation.
  - The employee must continue employment while participating in the course of study.
  - The employee must remain employed by the Library for at least six (6) months after the last reimbursement has been made.

- Any employee who voluntarily leaves the Library or is terminated for cause prior to completing a course will not be reimbursed for any expenses associated with the course.

· Courses generally must be scheduled outside an employee's established work hours unless agreed upon by the Library Director. All courses must be offered by an ALA accredited educational institution. Employees must pay for the class in advance.

· Upon completion of the course the employee is to submit to the Library Director a transcript of grades received and receipts of expenses incurred. All requests for educational assistance will be forwarded to the Library Board of Trustees and shall be subject to the approval of the Board.

· Reimbursement for educational assistance will be based upon a completed course with a grade of "B" or higher and for passing a "pass/fail" course. There will be no assistance provided for a grade lower than a "B."

· While educational assistance is expected to enhance employee performance and professional abilities, MPL cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or an increase in pay.

· Records will be maintained in the personnel file of each employee for all education programs completed.

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_____ trustee	_____ date
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trustee

date

*Adopted August 2021*

*Adapted from Town of Amherst (NH) Employee Policies Handbook and the Westerville (OH) Public Library Employee Handbook.*