



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Employee Development
Section Number: 6.2
Section Name: Approval of Attendance
Last Revised:

A. Participation in employee development activities must have the prior approval of the Director. Requests are to be submitted to the Director as early as possible.

B. DETERMINATION PROCEDURE

In reviewing requests to attend developmental activities, the following factors will be considered:

1. Nature and purpose of the activity;
2. Benefits to be derived by the employee and the Library;
3. Level of responsibility, performance and length of service of the employee;
4. Estimated cost and available funds;
5. Potential lost time from work; and,
6. Ability to adequately staff services during the employee's absence.

C. SELECTION OF PARTICIPANTS

Whenever there are a limited number of openings for an activity or if attendance will be during an employee's regularly scheduled workday, the Director will determine which employees may participate.