



## **SURVEY RESULTS**



## EXECUTIVE SUMMARY

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### Introduction

This survey investigates two broad categories of benefit plans currently offered to professional library staff at ARL member libraries: leave time and support for professional development activities. Topics include benefits eligibility; holiday and intersession leave; plan designs and accrual rates for paid time off (PTO), vacation, and sick leave; and professional development leaves such as dedicated research time and sabbaticals. Other professional development topics include financial support and relief from duties for conference attendance; funding for professional association memberships; and financial and other support for college credit course work, internships, and certifications.

The survey addresses leave benefits and professional development support in one survey primarily because these benefits overlap and intermingle. For example, depending on the institution, time spent at annual conferences may be treated as vacation or some other leave, or as part of a research time plan. Because the benefits overlap it would be difficult to assess leave plans or professional development support practices without the comprehensive view afforded by data from both categories.

While it is likely that the benefits within the scope of this survey are offered to library employees beyond librarians, they are most commonly afforded to librarians. Since the variance in the extent to which these benefits are offered to other categories of employees might make the responses to the survey more difficult to interpret, the focus of the survey is on librarians, though respondents could consider other staff who are eligible for the same benefits in developing their responses.

The survey was distributed to the 123 ARL member libraries in June 2009. Seventy-three libraries completed the survey by the deadline of August 4 for a 59% response rate.

### Full-time Status and Benefits Eligibility

The survey began by asking how many hours per week a librarian must work to be considered full-time and how many to qualify for leave benefits. The most common requirement for full-time status is 40 hours of work per week (63 % of respondents). Seventy-seven percent require that librarians work 37.5 or more hours per week and 90% at least 35 hours per week to be considered a full-time employee. Only seven respondents give full-time status to those who work fewer than 35 hours per week.

In all but six cases librarians must work at least half of the full-time requirement to be eligible for benefits. The most common requirement for benefits eligibility is 20 hours of work per week (34 respondents or 54%). Twenty-two percent require service of 30 or more hours per week and 10 percent of those require 40 hours per week for benefits eligibility.

Hours per Week	Range	Mean	Median
To be considered full-time	26 – 40	37.9	40
To qualify for leave benefits	1 – 40	22.6	20

### Holiday and Intersession Leave

The survey next asked how many days of holiday leave are awarded each year and whether there is paid leave

for intersession breaks. All but one of the 67 responding institutions reported offering designated holiday leave. The most common response was ten days of holiday leave per year (20 responses or 30%). Seventeen respondents (25%) award seven to nine holidays. The other 29 respondents (43%) award from 11 to a maximum of 19 holidays per year.

Intersession leave is much less common. Fifty-five of the responding institutions (76%) offer no designated intersession leave. Fifteen of the 17 institutions that do have intersession leave offer one to seven days in addition to holidays. The other two institutions (who did not report holiday leave) offer 4 or 12 intersession days. These extra days fall predominantly during the winter closure periods (Christmas to New Years day) and not typically between other semesters.

Number of Days	Range	Mean	Median
Holidays	0 – 19	10.7	10
Intersession Leave	0 – 12	1.0	0
Combined Holiday and Intersession Leave	7 – 19	11.7	12

### Leave Accrual

The survey asked whether the library had a Paid Time Off (PTO) leave plan (that combines vacation, sick, and personal leave into a single bank of days for employee paid time off) or a leave plan with separate vacation and/or personal leave and sick leave. It also asked whether there is one accrual rate for leave or multiple rates.

### Paid Time Off (PTO)

Only two respondents (3%) reported having a Paid Time Off (PTO) leave plan. One of these has one accrual rate and the other has two. At the first institution librarians are awarded 168 hours a year of combined leave time. At the second institution librarians are awarded 21 days of leave in their first year of employment and one additional day each year of employment up to a maximum of 26 days.

### Vacation and Sick Leave

The other 65 respondents (97%) reported having separate leave plans for vacation and/or personal leave and

sick leave. For vacation leave, 48 respondents have one accrual rate (74%) and 17 have multiple rates (26%). For sick leave, 57 respondents have one accrual rate (89%) and seven have multiple rates (11%).

### One Accrual Rate

At the institutions with one accrual rate the number of vacation/personal leave hours accrued annually ranges from 96 to 232 with a mean of 180.87 and a median of 179. The most frequent responses were 192 hours (14 responses or 29%) and 176 hours (12 responses or 25%).

The number of sick leave hours accrued ranges from 54 to 1056 with a mean of 189.44. The median, 96 hours, was also the most frequent response (23 or 40%).

Number of Days	Range	Mean	Median
Vacation and/or Personal Leave	96 – 232	108.87	179
Sick Leave	54 – 1056	189.44	96

### Multiple Accrual Rates

At the institutions with multiple accrual rates the number of rates for vacation/personal leave ranges from 2 to 9; two or three rates are the most common. For all but one respondent the criteria for each level are years of employment. The other institution has different rates for those with administrative and non-administrative assignments. There is a great deal of difference between the number of years of service required for each level and the number of hours accrued at each level. The table on page 24 provides the detailed responses.

The number of rates for sick leave is smaller, ranging from two to five. As with vacation leave, the criteria for each level are mostly years of employment. The table on page 25 provides the detailed responses.

Number of Ranges	Range	Mean	Median
Vacation and/or Personal Leave	2 – 9	4.4	3
Sick Leave	2 – 5	3.6	4

### Leave Balances and Cash out

The survey asked how much leave could be accrued and carried forward, how much could be cashed out at termination of employment, and what were the eligibility requirements for cash out. All but six of the responding institutions (91%) allow some cash out of accrued vacation/personal leave, but only 17 (28%) permit cash outs of some amount of sick leave. The maximum balances, maximum cash out, and eligibility for cash out of vacation/personal leave varied widely among respondents as seen in the table on page 26. For sick leave, most respondents have no cap on the maximum balance that can accrue, though the amount of cash out and eligibility criteria vary considerably. Interestingly, the respondent's comments indicate that some portion of institutions permit librarians to apply sick leave balance towards qualifying service for retirement benefits.

### Sabbatical and Professional Development Leave

At the majority of responding institutions (52 or 73%) librarians do not receive scheduled or dedicated research time as part of their regular assignment. At the 19 institutions that give such leave there is significant variance in the amount of full time equivalency (FTE) that is scheduled or dedicated to research, but the most commonly reported amount is 10 percent of FTE.

On the other hand, 62 institutions (87%) reported that librarians may apply for sabbaticals or professional development leaves. Respondents described a wide variety of leave durations. The majority (56%) use months as the basis of their leave duration; others are semester based. The most common durations for sabbaticals or professional development leaves are depicted in the following table.

Leave Duration	Responses
6 months or 12 months	12
1 year	9
1 semester or 2 semesters	6
6 months	4

The majority of respondents (53 or 77%) indicated that librarians on sabbatical or professional development leave continue to receive some level of salary;

45% pay the full salary. Respondent's comments convey that a wide variety of compensation designs are employed for sabbatical leaves. The most common feature is multiple levels of compensation based on percentages of the librarian's annual salary and with longer leave duration coupled with a lower percentage of salary. The most typical examples are 1 semester or 6 months at full pay, with a reduction to half salary for leaves with a duration of 12 months.

Other designs include leave with varying percentages of compensation based upon the librarian's length of service. In one example, after four years of service a librarian could take a 12 month leave at 60% of annual salary or 6 months at 75% or 8 months at 75%. After six years of service, a librarian could take a 12 month leave at 80% of salary or 6 months leave at 90%.

### Leave for Conference Attendance

Only 10% of respondents (7 of 70) reported that librarians are required to use personal, vacation, or other leave to attend professional conferences that are primarily for their own personal professional development. (For the purposes of this survey, "personal professional development travel" does not include travel where the employee is conducting business on behalf of the library.) The respondents' comments indicate that a significant portion of this leave is from plans designated for professional development and not vacation or personal leave plans. Accordingly, institutional support for librarian attendance is considerable.

### Financial Support for Conference Registration and Travel

Ninety-two percent of the responding institutions report some financial support for conference registration and/or travel and accommodations for conferences that librarians attend primarily for their own personal professional development. While only eight (11%) pay full registration and full travel expenses, half of the respondents pay at least part of the registration and travel costs. Only six respondents (8%) offer no financial support.

The respondents' comments show a wide variety of methods for establishing the amount of funding.

Many report that decisions are made by a staff committee. The allocation of a set annual allowance per librarian to be used for conferences or other professional development opportunities is prevalent; reported amounts range from \$300 to \$2,000. A variation on this method is the allocation of a set amount for librarians with more than one funding level based on tenure, permanent status, or rank. For example, one library provides \$1000 per year for non-permanent (non-tenured) librarians and \$800 per year for other librarians. Another method is to pay a set percentage of conference expenses. Percentages reported include 80 and 90 percent. The comments also indicate that the level of participation by the librarian at the conference is a common determinant of the amount of funding.

### **Personal Memberships for Professional Associations**

Only 7% of respondents reported that their library pays or reimburses librarians for personal memberships to professional associations such as the American Library Association. Of those five, the comments indicate that librarians receive professional development allowances under a formal plan and may use those funds for a variety of purposes including personal memberships to relevant professional associations. Among those who don't pay, a number reported that payment or reimbursement for personal memberships to professional associations was prohibited by a state regulation or institutional policy.

### **Financial Support for College Credit Courses**

The survey asked whether the library covered any expenses for college credit courses that are either job related or for personal development. The majority of respondents provide no financial support either for registration or books, materials, and equipment regardless of whether the course is job related or for personal development. Fifty-one percent of the respondents provide no financial support for registration expenses for either job-related or personal development credit courses. Seventy-one percent provide no support for books, materials, and equipment.

Just under half provide at least partial support for registration for job-related courses, but fewer than a third do so for personal development classes. Only 15

provide any support for books, materials, and equipment for job-related courses and only four of these cover books for personal development courses.

[The authors note that the amount of financial support for both categories of coursework may not include institution support beyond the libraries (at the university level, for example) and suspect there is more financial support in many instances than reported here.]

Thirteen institutions (23%) require job-related courses to be taken at the home institution; 12 (26%) require personal development courses to be taken at the home institution. Ten of these institutions cover expenses for these courses.

In the majority of cases (42 responses or 62%) time spent to attend job-related courses is treated as time worked, though a significant number of respondents indicated that the employee uses vacation/personal time or makes up the time. Only nine of the responding institutions (14%) treat time spent to attend personal development courses as time worked. In the majority of cases the employee uses vacation/personal time or makes up the time spent on these courses.

The maximum number of credit hours that librarians may take per session for courses that are either job related or for the librarian's own personal development is quite similar. In either case the minimum number reported is three and the maximum is "no limit." For those respondents who specified a number, the mean is about 6.5 and the median is 6.

[See the tables on page 15 for a detailed comparison of institutional support for job-related and personal development college credit courses.]

### **Financial Support for Internships**

The survey also asked whether the library covered any expenses for internships that are either job related or for personal development. As with courses, the majority of respondents (39 or 60% for job-related internships; 56 or 89% for personal development) provide no financial support either for registration or books, materials, and equipment, or for travel regardless of whether the internship is job related or for personal development. Only 17 respondents (26%) cover any costs for job-related internships and only five of these cover costs for personal development internships.

[The authors note again that the amount of financial support for both categories of internships may not include institution support beyond the libraries and suspect there is more financial support in many instances than reported here.]

Only three institutions require that internships be taken at the home institution and all three of these cover at least some of the costs of the internship.

Sixteen respondents (41%) report that time spent on job-related internships is treated as time worked and only two (5%) treat time spent on personal development internships in this manner. There is some flexibility in work scheduling for internships that are either job-related or for personal development and the employee is either allowed to make up the time or use vacation/personal leave.

In most cases, internships may be six to eight credit hours per session, though a few respondents report there is no limit.

[See the tables on page 16 for a detailed comparison of institutional support for job-related and personal development internships.]

### **Comparison of Courses and Internships**

A comparison of how the responding institutions treat the librarian's time away from his or her normal duties in order to attend job-related college credit courses versus to complete a job-related internship shows course time is more likely to be counted as work time and employees are more likely to have to use vacation/personal leave for internships. Eight institutions don't allow librarians to participate in job-related internships during normal assignment hours versus three that don't allow attendance at job-related courses.

A comparison of how the responding institutions treat the librarian's time away from his or her normal duties in order to attend college credit courses for personal development versus to complete internships shows that most either require the librarian to use vacation/personal leave or to make up the time away. A slightly larger number of institutions don't allow participation in either personal development courses (12) or internships (11) during normal assignment hours.

[See the tables on page 17 for a detailed comparison of the institutional treatment of time away from normal duties for credit courses and internships.]

### **Professional Certification Exams**

The majority of responding libraries do not cover expenses for professional certification exams. Sixteen (24%) libraries do provide financial support, but only for job-related certifications. In most cases, the librarian's time away from his or her normal duties in order to prepare for or take professional certification exams is treated the same as personal development courses and internships; the librarian is required to use vacation/personal leave or to make up the time away.

### **Other Leave or Professional Development Benefits**

Thirty-nine respondents (57%) reported that their institutions offer leave and professional development benefits beyond those described above. For example, a number mentioned that librarians are eligible for personal unpaid leave, flexible scheduling, and telework. Others receive tuition reimbursement for noncredit courses or travel support for job-related committee work.

### **Conclusion**

The survey results indicated there is considerable variation in the leave programs at ARL member libraries. Relatively few use a Paid Time Off leave program or offer intersession leave. While there is a wide variation in leave balance and cash out policies, the total paid time off for librarians is considerable.

There is also considerable support for research and professional development activities, though programs for supporting professional development show wide variation in design and procedures. While relatively few libraries provide a regularly scheduled percentage of assignment time off, most offer some options for time away for research and professional development activities. Ninety percent forgive time away for conferences. Eighty-five percent offer some financial support for conferences, though there is little support for professional association memberships. There is mixed financial support for college credit and internships and little for certification, and there are a variety of methods used to determine funding. Nonetheless, there is significant support in allowance for flexible scheduling.

From this survey of typical leave program components (such as accrual rates, intersession leave, and cash out policies) and research and professional development program components (such as support for travel to conferences and participation in college credit courses), it is clear that ARL member libraries are able to offer a wide variety of leave and professional benefit options to their librarians. While leave benefits often are mandated by the parent institution, many times portions of research and professional development benefits are left to the discretion of library administration. This allows a certain flexibility for administrators to support a wide variety of training opportunities for their professional staff.

The depth and breadth of comments provided by the survey respondents, particularly in the areas of sabbaticals and “other” benefits, was remarkable. The authors strongly encourage readers of this SPEC Kit to carefully review the comments as they complement the statistics and together provide a much richer picture of the varied benefit options available to librarians. Finally, a thorough reading of the representative documents section is recommended, as the authors were deliberate in their selection of leave and professional development policies and procedures that represented a wide variety of practices and innovative designs.



## Comparison of Job-related and Personal Development College Credit Courses

### Expenses Covered

	Job Related N=72		Personal Development N=72	
	Responses	%	Responses	%
Full Registration	2	3%	2	3%
Full Registration, Full Books, etc.	6	8%	1	1%
Full Registration, Part Books, etc.	2	3%	—	—
Full Registration, No Books, etc.	6	8%	6	8%
Part Registration	3	4%	—	—
Part Registration, Part Books, etc.	6	8%	3	4%
Part Registration, No Books, etc.	10	14%	9	13%
No Registration	1	1%	—	—
No Registration, Full Books, etc.	1	1%	—	—
No Registration, No Books, etc.	35	49%	51	71%

### Treatment of Time Away from Normal Duties

	Job Related N=68		Personal Development N=63	
	Responses	%	Responses	%
Counted as time worked	42	62%	9	14%
Employee uses personal time, e.g., vacation	24	35%	37	59%
Employee is allowed to make up the time	32	47%	37	59%
Not allowed during normal assignment hours	3	4%	12	19%
Other response	3	4%	1	2%

### Maximum Number of Credit Hours Allowed per Session

	Job Related N=21			Personal Development N=19		
	Range	Mean	Median	Range	Mean	Median
Number of credit hours	3 – 16	6.7	6	3 – 16	6.3	6

## Comparison of Job-related and Personal Development Internships

### Expenses Covered

	Job Related N=65		Personal Development N=63	
	Responses	%	Responses	%
Full Registration, Full Travel	1	2%	—	—
Full Registration, Full Books, etc., Full Travel	5	8%	—	—
Full Registration, Part Books, etc., Part Travel	1	2%	—	—
Full Registration, No Books, etc., Full Travel	1	2%	—	—
Full Registration, No Books, etc., No Travel	1	2%	1	2%
Part Registration, Part Books, etc., Part Travel	5	8%	—	—
Part Registration, Part Books, etc., No Travel	—	—	1	2%
Part Registration, No Books, etc., Part Travel	1	2%	1	2%
Part Registration, No Books, etc., No Travel	2	3%	2	3%
No Registration, No Books, etc., No Travel	39	60%	56	89%
Other Response	9	14%	2	3%

### Treatment of Time Away from Normal Duties

	Job Related N=39		Personal Development N=37	
	Responses	%	Responses	%
Counted as time worked	16	41%	2	5%
Employee uses personal time, e.g., vacation	17	44%	24	65%
Employee is allowed to make up the time	14	36%	21	54%
Not allowed during normal assignment hours	8	21%	11	30%
Other response	2	5%	—	—

### Maximum Number of Credit Hours Allowed per Session

	Job Related N=7			Personal Development N=6		
	Range	Mean	Median	Range	Mean	Median
Number of credit hours	6 – 8	6.6	6	6 – 8	6.8	6.5

## Comparison of Treatment of Time Away from Normal Duties for College Credit Courses and Internships

### Job Related

	Courses N=68		Internships N=39	
	Responses	%	Responses	%
Counted as time worked	42	62%	16	41%
Employee uses personal time, e.g., vacation	24	35%	17	44%
Employee is allowed to make up the time	32	47%	14	36%
Not allowed during normal assignment hours	3	4%	8	21%
Other response	3	4%	2	5%

### Personal Development

	Courses N=63		Internships N=37	
	Responses	%	Responses	%
Counted as time worked	9	14%	2	5%
Employee uses personal time, e.g., vacation	37	59%	24	65%
Employee is allowed to make up the time	37	59%	21	54%
Not allowed during normal assignment hours	12	19%	11	30%
Other response	1	2%	—	—



## SURVEY QUESTIONS AND RESPONSES

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The SPEC survey on Leave and Professional Development Benefits was designed by **Cathleen Martyniak**, Chair, Preservation Department, and **Brian Keith**, Assistant Dean, Human and Financial Resources, University of Florida. These results are based on data submitted by 73 of the 123 ARL member libraries (59%) by the deadline of August 4, 2009. The survey's introductory text and questions are reproduced below, followed by the response data and selected comments from the respondents.

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This survey is for the human resource officer or other senior administrator responsible for policy decisions about the various leave and professional development benefits available to librarians. The benefits covered in this survey include sick, vacation, and holiday leave, and leave and financial support for professional development, employee education and training, and internships. The benefits not considered in this survey, but well represented in other surveys, include retirement and insurance plans. In determining the scope of this survey, the authors wanted to develop an understanding of the less researched and more varied plans currently offered to professional library staff and benefits over which library administrators would typically have some plan design authority. These benefits represent an area ripe for exploration.

While it is likely that the benefits within the scope of this survey are offered to librarians and other library employees, they will be most commonly afforded to librarians. Since the variance in the extent to which the benefits are offered to other categories of employees might make the responses to the survey more difficult to interpret, the survey authors have opted to narrow the focus of the survey to librarians (though respondents may include other staff who are eligible for the same benefits).

Results of this survey should help provide a better understanding of the prevalence of these leave benefits and identify typical plan components and design.

## BACKGROUND

1. Please indicate the number of hours per week librarians must work to be considered full-time and to qualify for leave benefits. N=72

	N	Minimum	Maximum	Mean	Median	Std Dev
To be considered full-time	70	26	40	37.9	40	3.49
To qualify for leave benefits	63	1	40	22.6	20	7.91

Hours worked to be considered full-time	Number of Responses	Hours worked to qualify for benefits	Number of Responses
26	2	1	1
30	4	8	1
32	1	10	1
35	9	16	1
37.5	10	17.50	5
40	44	18.75	3
		19	1
		20	34
		26	2
		30	5
		32	1
		35	1
		37.50	1
		40	6

Hours worked to be considered full-time	N	Hours worked to qualify for benefits	N	Comments
26	2	26	2	AAUP-represented librarians appointed at 65% FTE or greater are considered full-time. If their appointment is between 50% and 64% FTE, they are considered Adjunct Librarians and receive part-time benefits.
30	4	17.5	1	
		30	3	
32	1	20	1	

Hours worked to be considered full-time	N	Hours worked to qualify for benefits	N	Comments
35	9	17.5	3	
		20	3	Leave benefits consist of FMLA and unpaid personal leave of absence.
		35	1	
		Other	2	Covering professional leave for part time librarians has never been raised as an issue. We only have 1 part time librarian and I don't know if she has ever requested professional leave.
				For part-time, benefits are pro-rated.
37.5	10	18.75	3	
		20	3	The library has no part-time professional staff.
		30	1	
		37.5	1	Professional employees are salaried and as such hours are not counted.
		Other	2	Librarians are faculty and hold 12-month continuing fiscal appointments. Only faculty who hold 12-month continuing fiscal appointments are eligible to earn or accrue vacation benefits.
				It depends on salary level. The 2008 minimum was \$ 12,120.
40	44	1	1	Leave accrual rates are proportional to the percentage of 40 hours per week.
		8	1	
		10	1	Insurances are prorated on greater than 50% or less than 50%, leave is prorated based on appointment percentage.
		16	1	
		17.5	1	
		19	1	
		20	27	See 40/20 comments below.
		30	1	
		32	1	University policy states that at 32 hours an employee can qualify for benefits. However, the library does not have any .75 FTE employees.
		40	6	The university allows benefits at 75%, however, we only hire full time employees into "regular" (not temporary) positions.
		Other	3	Benefit based on FTE.
				Staff members are eligible for leave benefits based upon the type and length of the appointment rather than the number of hours in the work schedule.

## 40/20 Comments

A benefits-eligible employee requires working 40 hours or more per week (.50 FTE) and is expected to be active for more than six months.

Faculty must be employed at .50 FTE or more and be on a 12-month or longer contract in order to be eligible for paid leave.

If staff has been in government 15 years or more, can work 10 hours per week to qualify for leave benefits.

Leave accrual is pro-rated for reduced FTE.

Leave is pro-rated according to contract hours.

Paid leave benefits are prorated by FTE for part-time faculty.

People who work 20 hours per week earn 1/2 leave benefits.

This applies to both academic and staff employees.

To be eligible for leave (sick and annual leave), employee must work at least .50.

Vacation and sick leave benefits are available for salaried employees who work 20 or more hours per week.

## Other Comments

Administration and supervisor must approve leave time.

Librarians are faculty and do not work a 40-hour week. Librarians are appointed on an annual year basis (12 months) or academic year basis (August 16 to May 15). Both are eligible for leave.

## HOLIDAY AND INTERSESSION LEAVE

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### 2. How many days of holiday leave are awarded each year? N=67

Minimum	Maximum	Mean	Median	Std Dev
0	19	10.7	10	2.63

Number of Days	Number of Responses
0	1
7	4
8	5
9	8
10	20
11	5
12	8
13	9



Number of Days	Number of Responses
13.5	1
14	3
15	1
16	1
19	1

## Comments

88 hours holiday leave for 1.0 FTE; hours are pro-rated for reduced FTE.

All University Holidays include the following: January-New Year's Day and MLK Day. May-Memorial Day. July-Independence Day. September-Labor Day. November-Veteran's Day and Thanksgiving (2 days). December-Christmas (2 days). Total paid holidays = 10 (or 80 hours).

Eight regular holidays are: New Year's Day; Martin Luther King Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day, Friday following Thanksgiving; Christmas Day. Election Day is observed as a holiday in even numbered years.

Holiday leave days vary, but usually between 12 and 15.

Holiday leave is prorated for part-time faculty with greater than .50 FTE.

Holidays are determined by our state legislature annually. Up to 17 days per year are allowable.

Holidays include 9 days plus 2 personal holidays that are accrued with vacation and are included in the 16 hours per month vacation time.

Includes 11 statutory holidays and 3 additional days during the Christmas break period.

Library staff on compressed schedules will be entitled holiday hours equal to the same number of hours in their normal workday (i.e., 9 or 10 hours).

Neither librarians nor any other university staff receive holiday leave.

Nine holidays are awarded plus two floating holidays.

On years containing a presidential election, that day is an additional holiday.

Our employees are employed by the state of Texas and earn the same number of holidays as all other state employees.

Pro-rated based on FTE (full-time equivalency).

The number of hours fluctuates depending on a person's work week.

The University observes the following holidays: \* New Year's Day, January 1 \* Martin Luther King Jr. Day, 3rd Monday in January \* President's Day, 3rd Monday in February (movable holiday usually observed contiguous with Christmas Day) \* Memorial Day, last Monday in May \* Independence Day, July 4 \* Labor Day, 1st Monday in September \* Columbus Day, 2nd Monday in October (movable holiday usually observed the day after Thanksgiving) \* Veterans' Day, November 11 \* Thanksgiving Day, 4th Thursday of November \* Christmas Day, December 25.

This includes the time between Christmas and New Year when the Libraries are closed.

This may change under a pending proposal that may require all university employees to take 21 furlough days per year; the furlough days may include some holidays.

University calendar provides for ten paid holidays plus three discretionary days to be awarded if an employee remains employed during the months of Feb, March and April.

We allow our employees 9 days for statutory holidays which are mandatory in Canada but we've never used the term "holiday leave."

### 3. How many days of paid leave are provided per year for intersession breaks? N=72

Minimum	Maximum	Mean	Median	Std Dev
0	12	1.0	0	2.31

Number of Days	Number of Responses
0	55
1	2
4	4
4 to 5	3
5	4
7	2
12	1
Varies	1

#### Comments

4 to 5: Depends upon the number of working days between Christmas and New Year.

4 to 5: Only applies between Fall and Winter term - actual number of days of paid leave is dependent upon dates.

4 to 5: Special Winter Vacation Policy: The Vice President for Human Resources announces the special winter vacation dates each year and occasionally this includes the day before Christmas or the day after New Year's in addition to the weekdays in between.

All staff members receive one paid "Governor's Day" between Christmas and New Year.

Brand new practice this year of the university closing longer over the winter holiday break. "Employees will receive paid leave for Dec. 28, 29, 30 and 31. The paid leave is in addition to the paid holidays of Dec. 24, 25 and Jan. 1." No other paid leave during any other intersession.

Campus does not shut down for intersession, but we do have holiday leave around Christmas. The library does stay open during part of this time.

However, it is not uncommon for administration to grant "special holiday closings" of 1 to 2 days surrounding Christmas and New Year's. Announcements of these closings are generally made 30-60 days in advance and do not count as part of the 12 paid holidays mentioned above nor are they charged to vacation.

Intersession hours between December and January are considered holidays and are included above.

Libraries' faculty are informally granted an extra week's leave at the winter intersession only.

Libraries' faculty are on annual, 12-month appointments, so they work through all intersession breaks, with the exception of all university holidays.

Must use accrued vacation leave.

Neither librarians nor any other university staff receive intersession leave.

Not applicable for 12-month employees.

Our librarians are paid on a 12-month cycle and are expected to work during breaks.

The five days are included in the 12 days of holiday leave reported above.

The library does not close during intersession breaks.

The university does not provide paid leave during intersession.

The University Libraries are open during intersession breaks.

The university closes between Christmas and New Year's. Most years this provides employees an additional 7 days of holiday pay. In a seven-year cycle, there are two years when employees receive 6 days of holiday pay between Christmas and New Year's.

These "special holidays" are the weekdays falling between Christmas Day and New Year's Day.

This is at Christmas; no other leave is paid.

We have 12-month contracts. There are no intersessions here.

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## LEAVE ACCRUAL

4. If there is one accrual rate for librarians, please enter the hours accrued per year for each type of leave below. [For the purposes of this survey Paid Time Off (PTO) leave is part of a leave plan that combines vacation, sick, and personal leave into a single bank of days for employee paid time off.] N=67

### One Accrual Rate

#### Paid Time Off hours per year N=1

Number of hours: 168

#### Vacation and/or Personal leave hours per year N=48

Minimum	Maximum	Mean	Median	Std Dev
96	232	180.87	179	19.57

Number of Hours	Number of Responses
<150	1
150–159	1
160–169	8
170–179	14
180–189	4
190–199	14
200	3
>200	3

### Comments

After six months of employment, 22 days per year; 176 hours or 1.83 days/month for each month worked.

15 hours per year of any purpose time (0-9 years); 22.5 hours per year of any purpose time (10+ yrs.)

### Sick leave hours per year N=57

Minimum	Maximum	Mean	Median	Std Dev
54	1056	189.44	96	261.99

Number of Hours	Number of Responses
<90	3
90–99	23
100–119	3
120–129	6
130–139	1
140–149	2
150–159	0
160–169	2
170–179	1
180–189	1
190–199	0
200	1
>200	4
Other	10

**“Other” Comments**

As many as needed (2 responses)

No cap/limit (4 responses)

Unspecified

6 months of salary continuation

600. Not an annual amount; considered the maximum of hours of sick time before a long term disability plan kicks in.

There is no formal method of sick leave accrual or accounting for members of the Administrative and Sponsored Research staffs. A reasonable number of justifiable absences are paid in full.

- 5. If there are multiple accrual rates for librarians, please enter the number of levels, the criteria for each level, and the hours accrued per year for **up to four levels**. N=18

**Multiple Accrual Rates**

**Paid Time Off N=1**

Number of levels (e.g., 2, 4): 2

Criteria for each level (e.g., years of employment): Years of employment

Level 1 hours per year: First year of employment - 21 days

Level 2 hours per year: 1 day each year completed to a maximum of 26 day

**Vacation and/or Personal Leave N=17**

Number of levels	2	3	4	5	7	9
Responses	4	5	2	2	1	3

**Criteria for each level:**

Years of employment (16 responses)

Administrative assignment vs. Non-administrative assignment (11 month)

Number of hours:

	Level 1 hours	Level 2 hours	Level 3 hours	Level 4 hours
2 Levels	25 years of service or less: 16 hours/month (192 hours/year)	26 years of service or more: 18 hours/month (216 hours/year)		
	154	189		
	<20 years of service : 23 vacation days and 3 personal days per year	20 or more years of service: 28 vacation days and 3 personal days per year		
	Administrative = 176.04 hours/year	Non-administrative = 0 hours/year. Receive time off during fiscal year for 12th month.		
3 Levels	Accrue 120 (15 days) for first year of employment	Accrue 160 (20 days) for each year of employment after first year	Employees with 10+ years of service credited an extra 5 vacation days beginning on each anniversary of 10, 15, 20, 25, 30, etc. years of service	
	0–3 years earns 104 hours of annual leave per year	3–15 years earns 160 hours of annual leave per year	15+ years earns 208 hours of annual leave per year	
	1 through 17 years - 200 hours	18 through 22 years - 216 hours	23 and over - 240 hours	(These numbers are based on full-time employee.)
	0–3 years: 4 x 26= 104	3–15 years: 6 x 26= 156	15+ years: 8 x 26= 208	
	Fewer than 3 years of service, earn 4 hours	At least 3 but not less than 15 years, earn 6 hours	15 years or more, earn 8 hours	
4	120	176	216	240
	187.5 (25 days per year)	195 (26 days per year)	202.5 (27 days per year)	210 (28 days per year)
5 Levels	1.25 per month	1.335 per month	1.5 per month	1.667 per month and there is 1.75 for 7 or more years
	105	119	133	147
7	140 hours (See comment 1 below.)	175 hours	210 hours	210 hours + 35 hours (one time supplemental)
9 Levels	96	108	120	132
	<2 years----8 hours per month	>2 <5 years---9 hours per month	>5 <10 years---10 hours per month	>10 <15, add 2 hours per month, max 21 hours per month
	8/month - 96 hours annually (See comment 2 below.)	9/month - 108 hours annually	10/month - 120 hours annually	11/month - 135 hours annually

**Comments**

- 1. Years of employment: 1, 5, 8, 13, 18, 23, 33
- 2. Years of employment: 0–2; 2–5; 5–10; 10–15; 15–20; 20–25; 25–30; 30–35; 35+

**Sick Leave N=7**

Number of levels	2	3	4	5
Responses	2	1	2	2

Criteria for each level		Level 1 hours	Level 2 hours	Level 3 hours	Level 4 hours
2 Levels	Up to 6 months leave; long term disability leave	840 hours (6 months)	Long term disability leave		
		Some faculty under plan with 1040 hours of sick leave	Some faculty 25 days of sick leave per year		
3	Years of employment: 0–3, 3–15, 15	104	104	104	
4 Levels	Full Time	4 hours of leave for each pay period			
	Years of employment	80 during first year	308 during second year	616 during third year	924 after 3 years
5 Levels	Years of employment	1.25 per month for 0–1 year of employment	1.335 per month for 2 years of service	1.5 per month for between 3–5 years of service	1.667 per month for 6 years of service and 1.75 for 7 or more
	Years of employment	1st year: 75	2nd & 3rd year: 150	4th & 5th year: 315	6th –10th year: 487.5 at 100% pay 487.5 at 60% pay

**Leave Balances and Cash out**

6. For each type of leave below please enter the following information.

**Maximum Balance:** the number of hours of leave that can be accrued/awarded and carried forward. If there is no limit, enter "no cap."

**Maximum Cash out upon termination:** the number of hours of leave that can be cashed out. If there is no cash out limit, enter "no cap." If no cash out is permitted, enter 0.

**Cash out Eligibility:** Describe cash out eligibility requirements, if any (e.g., minimum of 10 years of service).

### Paid Time Off N=2

Maximum Balance	Maximum Cash out	Cash out Eligibility
168	168	Effective after 6 months of service
288	no cap	Upon separation or retirement

### Vacation and/or Personal Leave N=63

#### Cash Out N=57

Maximum Balance	Maximum Cash out	Cash out Eligibility
0	176	N/A
22	22	N/A
40	30	
40	30	30
165	165	1 Year of service
168	168	Successful completion of introductory period (typically 4 months)
173	No cap	After 6 months of service can cash out
240	240	Up to 240 hours paid upon separation
240	448	None
247.5	247.5	Only paid for unused accrued time to date/ minimum one year of service
256	256	N/A
262.5	262.5	None
280	280	
288	288	288
352	352	Minimum of 2 years of service
352.08	176.04	
360	360	No requirements
384	384	
384	384	
384	384	No minimum number of years of service required
384	384	No requirements
384	384 (Really a pay out upon leaving)	Remaining balance upon leaving university
388	40	Minimum 10 years
400	All	Resignation or retirement
480	352	None
480	480	Resignation or retirement
532	784	Have actually accrued that many hours of unused vacation



Maximum Balance	Maximum Cash out	Cash out Eligibility
1 year's entitlement	Up to 1 year of accrued vacation	Upon termination
120 hours/year up to 720 hours max.	720 hours max	N/A
168 Hours	168 Hours	None
2 weeks vacation can be banked and carried over to succeeding year only		
2 years vacation credit	2 years vacation credit	No requirements
23 or 28 depending on years of service	23 or 28 depending on years of service	
240 hours for all but executive level staff	No cap	Any balance at time of separation from federal service
240 hours of annual leave	240 hours of annual leave	No requirements
240 hours (0–25 years service); 264 hours (starting 26th year)	Same	
240; Hours in excess of 240 on 12/31 transfer to sick leave balance	240	2 years' service minimum for unreduced cash payout
260 hours	180 hours	
264 hours	Current rate of pay up to 176 hours	Current rate of pay up to 176 hours
264 hours (pro-rated based on fte)	176 hours (pro-rated based on fte)	Benefits-eligible (.50 FTE with six months continuous service.)
308 or 378 depending on length of employment	Either 154 or 189 depending on length of employment	Maximum of either 154 or 189
320 hours	173.33	N/A
352 (plus 8 hour personal holiday)	352 (Personal holiday may not be paid in cash)	Permanent, tenured or tenure-track appointments only
352 hours	352 hours	End of appointment
384 hours	384 hours	Upon termination of employment (resignation or retirement)
384 hours	No cap	N/A
40 days	40 days	None for vacation; personal time is not paid out
40 days + 5 day 5th week vacation credit	40 days + 5 day 5th week vacation credit	None
44 days	44 days	None
64 days	64 days	
66 days or 528 hours	All unused vacation hours	After 6 months of employment, all unused hours

Maximum Balance	Maximum Cash out	Cash out Eligibility
Annual accrual + 2 week carryforward allowed	Annual accrual + 2 week carryforward allowed	Annual accrual + 2 week carryforward allowed
Based on years of employment	Based on how many days were already taken	Based on agreement with employer
Depends on years of service		Yes (FTE leaving get vacation pay if not going to another state agency.)
No max balance but not paid at full salary range		
Varies depending upon years of service	Employees are paid for all unused vacation	Must have been employed at least 6 months.
Zero	22	N/A

No Cash Out N=6

Sick Leave N=61

Cash Out N=17

Maximum Balance	Maximum Cash out	Cash out Eligibility
1500 hours	30,000	At least 500 sick leave hours (Eligibility: 1) State employee hired on or after 7/01/08, 2) Accumulated at least 500 hrs. or more at time of retirement, 3) Apply for retirement within 14 calendar days upon separation from university, 4) Apply for Accumulated Sick Leave benefit within 180 days from retirement.)
300 days or 2,400 hours	25% of balance to a maximum of 240 hours	Cash out paid only at retirement.
N/A	30,000	500–749 hours @ 25%; 750-999 @ 33%; 1000-1500 @ 50%
No Cap	Can be counted toward service credit for retirement purposes.	N/A
No cap	No cap	Lost at resignation; converted to service credit if retiring.
No cap	240 hours	Only upon retirement, 1/4 of sick leave balance
No cap	15 days	Retirement
No cap	0 unless hired prior to 12/97	Hires prior to 12/97: no minimum number of years of service required; after 12/97 no cash out.
No cap	2000	Must be at least 55 years of age and is considered a retirement benefit.
No cap	30 days	Must be 62 or older
No cap		25% of hours balance

Maximum Balance	Maximum Cash out	Cash out Eligibility
No cap	No cap, but cash out payment is one quarter of hours	Permanent, tenured or tenure-track appointments only, at time of retirement only. No payment made at resignation.
No limit	30 days (1/4 of accrual)	Retirement with 10 or more years of service
No maximum balance	Longevity 1 day per year at University	
None	480	10 year service requirement
None	Max of \$2000	Only with retirement, not resignation
Unlimited	One-fourth of balance to maximum of 30 days	Resignation or retirement after minimum 10 years service
	136 hours	Retirement only, and hired prior to 2004

#### No Cash Out N=44

#### Comments

Can be counted toward service credit for retirement purposes.

Employees enrolled in state pension plan may apply balance toward retirement in accordance with plan formula; ORP (Optional Retirement Plan) participants are not eligible for this provision.

No cash out, but upon retirement accumulated sick leave may be converted to retirement service credit (no limit).

No cash out; if retiring sick leave is added to your service time.

None, but it is used to defray the cost of a medigap policy.

Only upon death; sick leave up to 336 hours goes to estate.

Sick leave is not paid out, but may be transferred to another state agency upon separation.

## LEAVE TIME FOR PROFESSIONAL DEVELOPMENT

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7. Do librarians at your library routinely get scheduled or dedicated research time as part of their regular assignment? N=71

<b>Yes</b>	19	27%
<b>No</b>	52	73%

If yes, what percentage of FTE? N=14

Percentage	N
5% to 10%	1
5% to 20%	1
5% to 25%	1
6%	1
10%	5
12.5%	1
40%	1
Negotiable	1
Not fixed	1
Varies	1

8. May librarians at your library apply for sabbaticals or professional development leave? N=71

<b>Yes</b>	62	87%
<b>No</b>	9	13%

Please explain the duration of such leave.

1 semester @80% salary after 3 years; 1 semester @100% after 6 years; 2 semesters@80% after 6 years

1 semester at full pay or 2 semesters at half pay

1 semester of sabbatical leave after 6 semesters of full time service

1 year or 6 months

10 weeks of paid leave

6 months

6 months at full pay; 12 months at half pay

6 months leave

6 months or one year

After 4 years of service, 12 months duration or 6 months duration or 8 months duration. After 6 years of service, 12 months duration or 6 months or 8 months.

After 6 years of full-time service, upon being tenured, sabbatical leave of 1 year at half-pay or 6 months at full-pay.

Any library staff member may request a leave of absence, generally for a period up to one year.

As non-tenure faculty, librarians are eligible for "scholarly assignment off campus" for 6 or 12 months. Librarians may also receive professional development leave and "release time" for conference attendance (normally 3 to 5 days

depending upon conference/meeting).

At this point, no librarians have asked for sabbatical. However, it is possible.

Can apply for professional leave to attend conferences/workshops/training; usually 1 to 3 days.

Can apply for research leave.

Duration of professional development leave depends on purpose of leave.

Durations vary; maximum is one year.

I. Eligibility: Those who have been employed as full-time librarians with continuing appointment status for at least six consecutive years, and who have not had a development leave in the past six years. Leaves may begin in the seventh year of appointment or the seventh year following a prior leave. II. Options: Leaves may be for one semester (4 ½ months) at full salary or one academic year (9 months) at half salary. The leave period need not correspond with a particular semester of the academic calendar, but the leave period must be continuous.

Here the term "professional development leave" applies to the time that librarians use to attend conferences and training. These are short-term leaves (generally 1 to 5 days). We do not have sabbaticals or lengthy professional research leaves.

It depends on the research or project; maximum is 3 months full pay or 6 months half pay (which allows a longer absence while remaining in a benefits eligible status).

It depends on their research request. It can be from one week up to one year off.

Librarians are not eligible for sabbaticals but may request professional development leaves, which are considered on a case-by-case basis.

Librarians may also request time off under a more informal "Time Grant Program."

Librarians may apply for leaves for Professional Development activities only (not sabbaticals).

Librarians who are tenured faculty are eligible for sabbatical leave of one semester at half pay after a minimum of six semesters of service, or one semester at full pay to two semesters at half pay after a minimum of twelve semesters of service. Untenured library faculty members and librarians who are administrative/professional staff are not eligible for sabbatical leave.

Librarians with Continuing Appointment may apply for 6- or 12-month sabbaticals.

Maximum of one year.

Negotiate professional development/research leave time. Sabbaticals are for six months or one year.

No policies developed; professional leave is quite limited (e.g., work at home for 2 weeks).

No sabbaticals, but we do have some leaves of absences available. Educational, Scholarly Activity and Personal LOAs seem to be most applicable. Most are limited to one year in length.

No set limits. Individual requests are reviewed by a Study Leave Review Committee, which is advisory to the University Librarian.

Normally a semester. Permission may be granted for a longer period of time.

Not to exceed one year; may be renewed for a second year with written request to department head (dean of libraries).

One month of leave for every year of service to a maximum of six months for Academic Activity leave; two weeks of leave for every year of service to a maximum of eight weeks for Study leave. Both type of leaves are considered Professional leaves.

One-year sabbatical every seven years.

Option #1: 136 calendar days in length with full benefits and 100% of the Faculty member's salary. Option #2: 272 calendar days in length with full benefits and 50% of the Faculty member's salary. NOTE: sabbaticals are frozen this year campus-wide due to budget problems.

Policy allows for flexibility dependent upon a number of factors such as librarian's productivity, quality of work, attendance and overall performance; scope of project; department plans for coverage of absence, etc.

Professional development leave only; there is no limit. Decisions are based on nature of the request and operation considerations.

Professional Development Time: 174 hours per year; sabbaticals: 3 months to 1 year.

Professional leave is granted for 6 months or 12 months.

Sabbatical: either 1 semester or 1 year; Research: from 2 weeks to 2 months.

Sabbatical leave duration: 6 months or 12 months; Professional development leave: 24 days/fiscal year.

Sabbaticals are 6 months.

Sabbaticals are generally for four, eight, or twelve months, and may be requested once every seven years. There is no limit on professional development leave for work-related conferences and/or training, within reason.

Shorter term professional leave is 2 months of leave; you need to have been with the university for 2 years. Sabbatical is 5 1/2 months of leave; you need to have been with the university for 6 years. Both leaves are full pay.

Six months at full pay or one year at half pay

Six months if taken at one time. May take over the course of 12 months (taken every other month).

Six months of sabbatical at full pay or one year of sabbatical at half pay

Tenured faculty are eligible only after completing six years of service in the bargaining unit.

The duration of the sabbatical leave is determined by the years of service. Professional Development leave is granted upon request.

There is university sponsored development leave. The library allows up to 24 days per year for development leave.

Two months during the summer

Up to 22 days of research leave is available. Do not have access to sabbaticals.

Up to a total of eight months

Up to a year

Up to one year

Up to one year

Up to two quarters; if two quarters, one will normally be a summer quarter.

Varies by employee based on length and purpose of leave request.

Varies greatly, has been approved for one year.

**9. Do librarians at your library receive pay for any part of sabbatical or professional development leave time? N=69**

Yes, they are paid in full for this leave time	31	45%
Yes, they are partially paid for this leave time	12	17%
No, they are not paid for this leave time	16	23%
Other response	10	15%

**Comments**

**Paid in Full**

1 semester at full pay or 2 semesters at half pay.

100% for PDT, Sliding scale for pay of more than 3 months for sabbatical

100% or 80%; See above.

50% if on one-year sabbatical

Full pay for six-month sabbatical. Half pay for full calendar year sabbatical.

If approved, they are generally paid in full.

Librarians are paid when the time is approved as official or administrative leave.

Policy allows full salary to be paid if employee is on sabbatical for at least one semester or six months; otherwise employee receives three-fifths of normal salary.

Sabbatical: 1 semester at full pay or 1 year at half pay; Research: full pay

Sabbatical for up to 6 months: 100% Salary; Sabbatical for 6 to 12 months: 67% Salary

See previous answer. 100% pay for half year. 50% for full year. NOTE: sabbaticals are frozen this year campus-wide due to budget problems.

They receive full pay while on professional leave.

**Partially Paid**

80% of salary for both types of professional leave

After 4 years, 12 months @60% or 6 months@ 75% or 8 months @75%; after 6 years, 12 months @80% or 6 months@90%

Full salary for one semester leaves; half-salary if leave is longer than one semester.

If a 6-month sabbatical is taken, the librarian receives full pay. If a 12-month sabbatical is taken, it is at half-pay.

If for one semester or less, full pay. Beyond a semester, 1/2 pay.

Librarians on professional leave for 6 months receive their full regular pay. Librarians on professional leave for 12 months receive 75% of their regular pay.

Paid for professional development/research time as negotiated. Sabbaticals are paid full salary for six months or one-half salary if one year.

Sabbatical at 4 months = 85%. Sabbatical at 8 months = 75%. Sabbatical at 12 months = 65%. Funding for professional development depends on rank of faculty member (i.e., pre-sixth year review), necessary skills or training needed by library, etc.

Sabbatical leave for 1 year will be at half-pay.

Sabbatical leave up to six months is paid at 100%. Sabbatical leave between six and twelve months is paid at 3/5.  
<http://www.asu.edu/aad/manuals/acd/acd705.html>

Scholarly Assignment Off Campus is full pay for 6 months or half pay for 12 months. Note: This is RARELY used by librarians. Release time is at full pay.

### **Not Paid**

Although they can apply for time with pay, it would likely not be approved.

If it is university sponsored, it depends. The 24 days for library professional development are paid days.

They can be pay if they elect to use annual leave for any portion or all of the leave of absence.

They may use banked "sabbatical" leave for this time if they choose; vacation time they have banked over the years (must have 10 years before can bank 40 hours).

This is not a simple yes or no and will again vary based upon the purpose and length of the leave request.

### **Other Response**

Decisions are made on a case-by-case basis as to the level of remuneration. There is no set percentage.

It depends on the research or project; maximum is 3 months full pay or 6 months half pay (which allows a longer absence while remaining in a benefits eligible status).

Librarians who are tenured faculty are eligible for sabbatical leave of one semester at half pay after a minimum of six semesters of service, or one semester at full pay to two semesters at half pay after a minimum of twelve semesters of service. Untenured library faculty members and librarians who are administrative/professional staff are not eligible for sabbatical leave.

Negotiated when applied for research leave.

No, to sabbatical. Professional development leaves are considered on a case-by-case basis.

Sabbaticals up to 1 year at 67% pay, 6 months at 75% and full pay at 3 months.

See above - pay may be full or partial depending upon the length of the leave. I. Eligibility: Those who have been employed as full-time librarians with continuing appointment status for at least six consecutive years, and who have not had a development leave in the past six years. Leaves may begin in the seventh year of appointment or the seventh year



following a prior leave. II. Options: Leaves may be for one semester (4 ½ months) at full salary or one academic year (9 months) at half salary. The leave period need not correspond with a particular semester of the academic calendar, but the leave period must be continuous.

The amount of pay is determined by the years of services and the number of months requested.

They are paid in full for the first 12-month sabbatical, 80% for any subsequent 12-month sabbatical, 100% for a subsequent 6-month sabbatical.

Varies. All or part of leave may be funded for good cause.

10. Are librarians at your library required to use personal, vacation, or other leave to attend professional conferences that are primarily for their own personal professional development? [For the purposes of this survey, “personal professional development travel” does not include travel where the employee is conducting business on behalf of the library.] N=70

<b>Yes</b>	7	10%
<b>No</b>	63	90%

Please enter any additional comments about leave time for professional development at your library.

**Yes**

Librarians may request for official leave with or without pay for professional development.

Librarians use professional leave to attend professional conferences. The time is not deducted from the librarian’s sick or vacation leave time.

Often a combined use of PDT and vacation

They have 20 research days a year which can be used to attend professional activities.

**No**

A percentage of the effort of librarians engaged in sponsored research and, therefore, a portion of their time with pay, is dedicated to work on the specific research project. Aside from sponsored research projects, librarians may arrange for release time from other responsibilities to work on research and scholarship in pay status. Librarians who are tenured library faculty members are eligible for university-sponsored faculty fellowships for study in a second discipline, with release time from teaching for one semester or one academic year, with full pay and \$3,500 per semester in the form of supply and expense support for travel, equipment, software, and other similar expenses. Untenured library faculty members and librarians who are administrative/professional staff are not eligible for the fellowship program.

All approved professional activities and associated travel, including transit days, which occurs on traditional workdays, is treated as paid release time. Release time is provided for approved travel even when funding is not needed or granted.

All funded professional development leave requires approval of either an oversight committee or library administrator.

Competitive fellowship leaves may be granted.

If approved, weekdays are counted as work time; weekends and/or holidays are on personal time.

If it's to learn how to knit, then yes, that would need to be vacation time but if it's to enhance professional skills, then the library would cover the time.

In general, attendance or participation in approved professional development programs are considered paid work time and would generally receive support to offset travel and attendance costs. There have been occasions where the professional development is not related to their current employment/role and those requests are treated for funding and time off on a case-by-case basis.

In most cases, time off is granted for professional development.

Librarians apply through a process administered by the Librarian Review and Development Committee. It must be approved by the Supervisor, University Librarian, and the Executive Vice President for Academic Affairs. They must submit a report upon the completion of their research and/or professional development leave

Librarians are granted release time for conference attendance. Librarians may use 4 hours of Professional Activity Time (PAT) per week. It may be accrued, up to 8 hours, to be used at once. Use is optional, but it is lost if it is not used. There is no payment for unused PAT.

Note that librarians are not on the tenure track at this institution; thus, we have less emphasis on research time/sabbaticals.

Professional leave is granted to attend meetings and conferences.

Research leave is granted by application to the Faculty/Staff Research Committee comprised of peers in the library faculty and classified staff.

Research time is negotiated based on need and made part of the annual work plan.

Short-term PD leaves of less than one semester duration are allowed at full salary.

Staff can take a maximum of 10 days (80 hrs) each fiscal year. Time may be taken in blocks of no less than 2 hours and must be pre-arranged. Time must be approved.

This is sometimes recorded as administrative leave, but we see activities such as this as part of the Libraries' faculties' jobs.

Up to 5 additional days for Professional Service Leave. Up to 10 additional days for Conference/Workshop Leave.

## FINANCIAL SUPPORT FOR PROFESSIONAL DEVELOPMENT

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11. Does your library pay or reimburse conference attendees for conference registration and/or travel and accommodations for conferences they are attending primarily for their own personal professional development? [For the purposes of this survey, “personal professional development travel” does not include travel where the employee is conducting business on behalf of the library.] N=72

	Conference Registration N=67	Travel and Accommodations N=68
Yes, the library pays/reimburses the full cost	25	8
Yes, the library pays/reimburses a part of the cost	36	54
No, the library does not pay or reimburse	6	6

Full Registration, Full Travel	8	11%
Full Registration, Part Travel	17	24%
Part Registration, Part Travel	36	50%
No Registration, No Travel	6	8%
Other Response	5	7%

Please explain the allocation method.

### Full Registration, Full Travel

Conference registration and cost of travel and accommodations are considered together. Dependent upon the total amount of the request and the fiscal situation, full or partial reimbursement may be granted.

Each librarian is allowed \$1,500 per year for personal professional development. Will pay 100% of registration, travel and accommodations, etc., up to total of \$1,500.

Librarians are allotted a set dollar amount for Professional Development each fiscal year. The Dean determines the amount, and it is distributed universally to all Librarians. Once a librarian’s allotment is depleted, they are still provided release time to attend conferences or meetings, but at their own expense. The same Professional Development allotment may be used for conference registration, travel (including airfare, ground transportation, rental car, etc.), accommodations, and meal per diem.

Librarians receive an allocation of travel money at the beginning of the fiscal year. They may use as they see fit as long as the conference or professional development opportunity is related to their job.

Occasionally, a portion of travel/registration costs may come through grants or other external funding sources.

Two possible funding sources; The Professional Development Reimbursement Fund (entitlement is \$500 per year and can be carried forward for 3 years = \$1,500) or the Library Employee Development fund, through annual budgeting process. Only partial funding may be available for a second or third event, with costs shared by the library and individual librarian.

## Full Registration, Part Travel

Administrative travel (i.e., representing the Libraries) and training are paid 100%. Professional development funds are allocated by a library travel committee based on the level of participation. Registration is normally paid at the "early bird" member rate. Administrative travel (i.e., representing the Libraries) and training are paid 100%. Professional development funds are allocated by a library travel committee based on the level of participation.

Allocated based on type of participation and available funds.

An annual dollar cap of \$1350 per librarian has been set for FY10. Financial support for professional activities undertaken, both local and non-local, must be managed within this dollar cap. Allowable, reimbursable expenses for which the professional activities/travel dollar cap may be used include registration, up to full reimbursement. An annual dollar cap of \$1350 per librarian has been set for FY10. Financial support for professional activities undertaken, both local and non-local, must be managed within this dollar cap. Allowable, reimbursable expenses for which the professional activities/travel dollar cap may be used include travel and accommodations with limits set for each: reasonable airfare, \$30 ground transportation, and \$100/night for maximum of 4 nights lodging.

Based on a variety of factors including budget. Reimbursement policy is currently under review.

Faculty apply through Travel & Research Committee and funding based on % depending on level of participation and/or requirement to attend workshop, conference/meeting.

Federal per diem rate for meals in the city where expenses incurred. Mileage is reimbursable when one-way distance from work location exceeds 50 miles. Maximum reimbursement rate for lodging is \$170.00 per night including taxes. Exceptions must be approved by the Dean.

It is a formula that we pay a percentage depending on what they are doing and what level of Librarian they are. The max is 80% or \$800 of the travel and accommodations.

Librarians are allocated an amount each year. Depending on their professional development opportunities, the amount may pay all or only a portion of their expenses.

Library pays full cost for up to two conferences. Each librarian has a set budget and is responsible for any cost over that budgeted amount.

Participant Travel: This category applies to staff actively participating in the event by presenting a paper, serving as an officer of a significant group, serving as a panel discussant, or other such duties. NOTE: Documentation of this participation must accompany the A3! \* Transportation: Maximum of \$450, including local ground transportation of \$50 maximum. \* Registration Fee: Full costs. \* Hotel and Meals: Maximum of \$110 per day/night, of which no more than \$35 per day may be applied towards meals. Allocation is based on the number of days of professional leave awarded plus weekend days, if applicable. Total must not exceed \$440. Attendee Travel: This category applies to individuals attending a conference or event with no specific business obligations. Expenses are covered at the same rates as Participant Travel, but with a maximum of \$550 per event.

Priorities for travel funding support in FY10: Priorities will be conferences/meetings/training needed to: a) accomplish the essential work of the library in FY10, and/or b) support librarians in meeting criteria for probation obligations, and/or c) keep up with issues, trends, initiatives in essential areas, and/or d) contribute to the profession through paper presentations, leadership and/or service. Funding for priorities in "a" (see above) will be funded at 100% of all reasonable costs (see "Reasonable" guidelines below). Funding for travel in "b – d" (see above) will begin at a base of 50% of all reasonable costs (see "Reasonable" guidelines below) and increase according to levels described below: + 30% - librarian in probationary period, + 10% - individual contributing to profession through leadership and/or service,

+10% - individual contributing to profession through paper presentation. "Reasonable" guidelines: Airfare - 14-day advance coach fare. Lodging - roommate cost, up to \$100/night. Food - per diem of \$40 day. Registration – early bird rate. Rental car – allowable when use reduces airfare cost commensurately. Ground transportation and parking – none. Personal auto mileage – in lieu of airfare up to cost of 14-day advance coach airfare. Local events – registration only. International events – funding level based on location, case by case.

The library has a travel committee responsible for the travel budget. Depending upon the number of trips they have to fund and the amount of budget they have during a particular year, travelers receive are reimbursed a portion of the cost.

The library pays 80% of costs which are reimbursable under university guidelines.

The Training Committee adjudicates.

Various policies between each Library/department. Some do not pay for food; some ask for librarians to share hotel rooms; some will give a dollar amount maximum for each conference; some will allow only 1 or 2 conference per year per librarian.

While staff development and participation in the profession is principally the responsibility of the individual staff member, the library encourages such involvement by providing paid released time for approved Category Two travel along with some financial support. Local area: The full cost of registration for the conference, workshop, course or meeting. Out of area: Transportation by the most economical means to the destination (includes ticket or personal mileage incurred to/from the destination) and the full cost of "early bird" registration, plus a daily supplement to offset actual expenses for meals, hotel, parking (airport and destination) taxis, etc. An exception to this is when travel is not possible directly to the destination, i.e., a conference is in St. Augustine, FL, but the closest airport is Jacksonville. In this case, taxi, airport transport and/or a rental car may be authorized. The supplement amount, based upon the travel purpose, will be determined annually prior to the start of the new fiscal year. In order to be reimbursed for the supplement, expenses must be detailed on the Travel Expense Form and receipts must be provided for an amount equal to or in excess of the supplement payable for the entire trip. Current reimbursement is \$40/day for attendance and \$75/day for participation to cover lodging, meals, etc. University is currently reviewing its travel policies and may be shifting to a per diem system.

### **Part Registration, Part Travel**

"Other" is the best answer. All librarians are allotted a set amount of "travel" money annually that they may use for conference-related purposes. Reimbursement or pre-payment of conference registration is an allowable expense.

\$1,200 total per year for each librarian: can be allocated for conference registration, travel or both as long as limit is observed. Can apply for an additional \$500 of travel funds from a special pool.

\$600 for non tenured per year; \$300 for tenured per year

\$800/year is available to library faculty for registration and travel. An additional \$200 is awarded for professional involvement such as chairing a committee, presenting a paper, or serving on a board.

1) Fund A will make up 60 percent of the total Faculty Professional Travel Budget and will be allocated proportionately among the faculty. Each member of the faculty will be notified by July 31 of the amount allocated for him/her to spend in Fund A for travel expenses at his/her discretion. 2) Fund B will make up the remaining 40 percent of the Faculty Professional Travel Budget. The FPTC will recommend funding for individual travel requests out of Fund B based on the tenure status of the traveler and his/her reason for traveling. Funding recommendations from Fund B will be made according to the following priorities: 1) Untenured tenure-track faculty presenting, conducting research, or serving as a member of a committee. 2) Tenured faculty presenting, conducting research, or serving as a member of a committee. 3)

Untenured tenure-track faculty attending a conference, workshop, or educational program. 4) Tenured faculty attending a conference, workshop, or educational program. Under no circumstances will an individual be awarded out of Fund B more than 25 percent of the original total amount of money in that fund in a single year.

1) If traveler is representing the university at event where presentation is required, he/she receives maximum funding (everything but meals); 2) If traveler has substantive involvement presenting, holding elected office, chairing a committee/group, he/she receives a maximum up to \$600 per trip; 3) If traveler is ranked faculty member who has not yet undergone sixth year review, he/she receives maximum up to \$800 per trip.

A request form is submitted justifying the requested expense. Department heads approve the funding based on travel budgets allocated and pertinence to the library. Overall approval is done at the next highest level.

A travel committee allocates based on the employee's activities at the conference. The lump sum amount the employee receives is tiered based on attendance with "Program or Service Responsibilities" v. "Attendance Without Program or Service Responsibilities" and the funds are used to reimburse the employee for travel and/or registration.

Annual exercise reimbursement based on conference location, cost, and overall institution budget.

At the moment, Librarian I receives a \$1250 annual allocation; Librarian II, III, & IV receive a \$1000 annual allocation. These allocations have recently been reduced due to budget constraints. The allocation can be used to cover registration, travel, and/or accommodation. Registration costs greater than \$175 are automatically paid for by the Libraries.

Each employee has a fund amount based on tenure status. Once the fund has been expended no reimbursements are made.

Each librarian is currently allotted \$2,000.00 annually for professional travel.

Each librarian is given \$500/year to apply toward registration, travel, accommodations, etc. Additional Administrative funds are sometimes available on a per request basis.

Each library faculty member and each non-ranked appointed professional is allocated a lump sum, currently \$1,100, to support professional development for the year.

Each year the University Librarian allocates a dollar amount to our Research and Professional Development Committee which solicits, evaluates, and approves funding. Generally, the amount corresponds to the overall budget divided by the number of librarians making requests. If you have a single, inexpensive request you may be fully funded. If you have one expensive or multiple conferences, you will be funded to the individual maximum amount.

Employees are not guaranteed that they will be reimbursed. They must apply to library committee and make a case.

For most conferences, the library uses a percentage reimbursement schedule based on level of involvement. For example, for a Chair of an ALA Committee, the Library will reimburse 90% of the standard amount calculated to attend the conference.

Full cost is reimbursed up to a limit that is set annually. Librarians without continuing appointment and librarians in the highest performance group receive a maximum of \$2,900/year; those in the second performance group receive \$2,700/year; those in the third performance group receive \$2,500/year; those in the fourth performance group receive \$2,300/year; those in the fifth performance group receive 20% of total costs.

Funds are distributed based on numbers of employees traveling and numbers of conferences attended, based on availability of funds, on an annual request basis.

Generally, if it is associated with one's professional responsibilities, we reimburse 50% for attendance, 75% if on a committee, 100% if presenting a paper.

In the past, the library has paid member rate for registration at ALA annual and midwinter conferences, ACRL, annual state library association conferences, and other related professional meetings. Future funding may change due to economic climate. Professional staff are currently allotted \$1,100 annually for personal professional development. Professional staff may choose which meeting or conference to attend. However, the meeting or conference must related to professional responsibilities at the library.

It's based on the available resources. Generally, 80% of actual cost.

Librarians are allocated a set amount for professional development for conferences or transportation or accommodations based on availability of funds.

Librarians are eligible to receive \$705 annually; additional funds may be awarded based on availability and nature of the request.

Librarians can be reimbursed up to \$1,120 per year for professional development activities, including conference registration fees, from central library funds. Librarians may also receive financial support from departmental funds, technology training funds, and/or from the Librarians' Association of the University of California.

Librarians receive an annual allocation to cover expenses associated with professional development registration.

Library Faculty are allocated a specific dollar amount per calendar year based on their tenured/untentured status and service on national/state/local committees. Level 1: \$1,000 - general Library Faculty travel base funding. Level 2: \$1,400 - officer of state or regional group; or presents paper/poster at state or regional meeting. Level 3: \$1,600 - serves on national/foreign committee. Level 4: \$1,800 - untentured faculty; chair of national/foreign committee; presents paper/poster at national/foreign meeting; or elected officer of national/foreign group.

Library faculty received an allotment of \$1200 in FY 09 for purposes such as these. Faculty can also compete for up to \$500 in additional funding each year.

Registration is at "member level" for the sponsoring organization. Half of "reasonable" airfare (coach with advance purchase is required); \$120 per diem for all other expenses, capped at \$850 for an attendee, and \$2100 for a participant.

Reimbursable expenses include train/airfare, accommodations, local transportation, conference registration and meals, generally not to exceed \$700 per fiscal year.

The library pays \$500 (plus paid time off) for conference attendees and \$750 (plus paid time off) for committee members.

There is no clear answer, every submission is looked at on an individual basis. It depends on a list of various criterion, such as the cost, the size of our fund, how often an individual has gone before, etc.

This is strictly a case-by-case determination. Not all personal professional development opportunities are funded by the library, although a good portion are. Depends on the specifics.

To encourage participation in professional associations and the presentation of papers at conferences, all expenses were met by the library for the past several years. Due to financial constraints, this is no longer possible. For the 2009–2010 fiscal year, every librarian (whether faculty member or administrative/professional staff) is eligible for up to \$1,000 per fiscal year from library funds to support professional development that includes conference registration, travel, accommodations, per diem, and other miscellaneous costs associated with attendance at professional meetings and

conferences. An additional \$250 is available for each librarian who is an untenured faculty member. Two international travel grants of up to \$1,000, administered by the library with funds from the university's office of the vice president for research, are available to provide additional funding for library faculty who will have an active role (presenting papers or serving as officials) at recognized international meetings on topics related to the library's strategic research areas.

When we have any travel money, a flat rate of money is awarded and can be used as the traveler sees fit.

**Other Response**

Each full time librarian receives funds which they can use for conferences, workshops or other research activities such as for equipment/software/hardware and for professional memberships. The libraries also provide support for select programs. Also, the university has allocated funds to the librarians as a group. These funds may be used use for research activities-giving papers and/or conducting research projects. The funds are distributed by a research and awards committee composed of peers.

It depends and requires Associate Director decision/approval.

Librarians are allocated funds for professional development. The funds are determined by the librarian's rank. Either response listed above is true depending upon the decision of the librarian to use his or her funds for that particular conference.

Librarians are awarded a set amount of travel money each year. This amount varies between \$1,000 and \$1,300 each year. This money may be used for registration, travel, hotel, meals as the librarian see fit within the general University Travel Guidelines.

Library provides \$1000/year for non-permanent (non-tenured) librarians and \$800/year for other librarians. They may use the funds as they wish, i.e., registration, travel, lodging, meals, etc.

**12. Does your library pay or reimburse librarians for personal memberships in professional associations, for example the American Library Association? N=71**

Yes, the library pays/reimburses the full cost of membership in professional associations	4	6%
Yes, the library pays/reimburses a part of the cost of membership in professional associations	1	1%
No, the library does not pay or reimburse librarians for memberships in professional associations	65	92%
Other response	1	1%

**Comments**

**Pays full cost**

In most cases, the librarian applies to the Professional Development Reimbursement Fund (above).



Administrative funds may be available for librarians requested/required to attend an event on behalf of the library administration.

The same Professional Development allotment may be used for membership fees for professional associations. Each Librarian chooses how to utilize their annual Professional Development allotment. It may be used for membership fees, conference registration, travel, etc., but when it is depleted, no additional funds are provided for Professional Development during the fiscal year with the exception of administratively approved travel. Administrative travel funds may be available when attendance is requested by administrators for an individual to attend a meeting, conference, etc. Administrative travel funds are over and above the Professional Development allotment.

Up to a maximum of \$1400 provided in a professional expense allowance, which can also be used for other purposes such as conference travel.

Pays part of the cost

Every librarian is awarded a professional development allowance and those funds can be used for membership purposes. It is at the discretion of the librarian to determine how they would like that money to be used. It depends on how much money is left from this fund to determine if there is enough for the membership fee.

### **Does not pay for memberships**

Also eligible to receive global travel funds and Library Faculty Organization grants by submitting proposal.

Any membership comes directly from personal professional development funds. Library administration also tries to support some professional development activities; attendance at workshops and visiting speakers.

Besides the travel committee funding, the library has professional development and travel funds that can be used to attend certain meetings and trainings that are job-specific.

Full reimbursement is provided for travel on behalf of the Libraries. Reimbursable expenses include train/airfare, accommodations, local transportation, conference registration and meals.

Librarians are allocated funds for professional development. The funds are determined by the Librarian's rank. Either response listed above is true depending upon the decision of the librarians to use his or her funds to pay for membership in professional organizations.

Librarians may apply for campus faculty development funds.

Librarians may request additional funding if they are particularly active in an association or have an obligation to attend.

Librarians receive paid working time to attend professional development conferences.

Policy for financial support of travel associated with professional development and training was revised for FY10 in response to budget cuts.

Prohibited by state regulations. Note that for 2008/09 and 2009/10 travel has been strictly curtailed by the university due to budget reductions.

The library encourages professionals to attend webinars by paying the full cost of registration when Asst. Univ. Librarians deem the experience to be worthy of support.

The Library generally doesn't pay for personal memberships however, institutionally we may pay for membership which would allow librarians privileges. Librarians/archivists are also entitled to professional development support as part of their collective agreement, some of which is funded by our library. This support can be used for personal memberships in professional associations.

The Library holds institutional memberships in several professional organizations.

The library will only allocate \$1,100 for tenured librarians and \$1,300 for non-tenured librarians. Librarians can apply for additional monies; there is a \$500.00 cap on additional monies beyond the allocation that can be requested.

The union has a number of grants and so does the university.

This is strictly prohibited.

University policy does not allow reimbursement for personal professional memberships.

University policy does not permit payment for personal memberships in professional associations.

Untenured librarians and those presenting at conferences may apply for an additional professional development allowance.

We differentiate between travel mandated by the organization, which is reimbursed at 100%, from travel to attend conference for personal professional growth, which is reimbursed on a sliding scale of 100% (present a paper), 75% (participate on a committee), 50% (attendance). Training costs are reimbursed at 100%.

## JOB-RELATED EDUCATION AND TRAINING

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### 13. Does your library pay or reimburse librarians for registration, books, materials, and/or equipment expenses for college credit courses that are job related? N=72

	Registration N=72	Books, etc. N=66
Yes, the library pays/reimburses the full cost	16	7
Yes, the library pays/reimburses a part of the cost	19	8
No, the library does not pay or reimburse	37	51

Full Registration	2	3%
Full Registration, Full Books, etc.	6	8%
Full Registration, Part Books, etc.	2	3%
Full Registration, No Books, etc.	6	8%
Part Registration	3	4%
Part Registration, Part Books, etc.	6	8%
Part Registration, No Books, etc.	10	14%
No Registration	1	1%
No Registration, Full Books, etc.	1	1%
No Registration, No Books, etc.	35	49%

Please explain the allocation method.

### **Full Registration**

Librarians receive a tuition waiver for university courses. The faculty member must hold an appointment of twenty-five percent or more of full time service. Librarians are allocated funds for professional development. The funds are determined by the librarian's rank. Either response listed above is true depending upon the decision of the librarians to use his or her funds to pay for books.

Will pay for registration of courses that are job related and approved by approving official.

### **Full Registration, Full Books, etc.**

Library Human Resources PD fund or branch/unit budgetary process, or at the discretion of the respective Assoc. University Librarian or Professional Development Reimbursement Fund.

The library pays or reimburses librarians for costs related to college credit courses that are required by the supervisor for job-related training, whether offered by the university or by another institution of higher education. For employees employed half-time or more, the university provides a partial remission of fees for credit courses taken at any of the university's campuses; therefore, the employee pays a reduced tuition rate and the library reimburses this amount. No fees are charged by the university to an employee who registers for a course at the request of his/her supervisor for the purpose of job training and who does not receive academic credit for the course.

### **Full Registration, Part Books, etc.**

Books may be purchased from their professional development fund; it all depends on how much is left from their account.

Normally registration is covered in full. Other expenses may or may not be reimbursed; depends on cost and how closely related course is to job duties.

### **Full Registration, No Books, etc**

College credit courses that are taken here are fully reimbursed, but books, etc. are not. College credit courses taken at other institutions are not reimbursed.

Tuition assistance is available for 6 course units — tuition, general fee and technology fee — per academic year. A maximum of 2 course units are covered in both the Fall and Spring semesters and 2 units are covered during the university's 2 summer sessions. One course unit is equivalent to approximately 3 credit hours.

Tuition waiver applies.

University employees may use a course fee waiver to pay for university courses whether or not the courses related to the individual's professional responsibilities.

### **Part Registration**

Considered on individual basis based on situation and relationship to job duties and/or library needs.

### **Part Registration, Part Books, etc.**

Depends on budget, availability of funds.

Effective January 1, 2009, the following enhancements to the Employee Tuition Assistance Program will be implemented

per university policy: \* There will be an increase in the amount of the benefit from \$5,000/calendar year to \$5,250/calendar year. \* There will be an increase in the allowed number of courses, from two courses per semester/quarter to three courses per semester/quarter, with a maximum of nine courses per calendar year. \* Participants can also request a waiver to take courses at accredited schools in other states if the courses are not offered in North Carolina or if the employee's primary work location is in another state. Library staff association offers a scholarship program that awards funds to offset the cost of course related books and materials that provides, pending available funding, \$150/per staff member per semester.

Librarians can be reimbursed up to \$1,120 per year for professional development activities, including course fees or books for job related classes. Librarians may also receive financial support from departmental funds, technology training funds, and/or from the Librarians' Association of the University of California.

Librarians may use part of their annual allocation or request other funds which are allocated based on availability and nature of the request and relationship to job duties.

Some courses and related expenses are covered by the library as part of our professional expense policy; others are covered institutionally by the university under an educational assistance policy.

The library has funded some courses that were not a part of our university (the university pays tuition/fees for one course each semester).

#### **Part Registration, No Books, etc.**

\$800 is available from the library; once that is exhausted, money can be allocated from departmental discretionary funds, if available and the department head is amenable. The university offers all employees a \$2,000 benefit for education.

75% of tuition and fees to a maximum of \$600 per annum.

For full-time staff (regular staff) working 30 hours or more per week. The staff member has been in such a position for three months before course registration. The university will pay tuition for undergraduate, graduate, or professional courses for staff as follows: Staff must be eligible for the benefit and enrolled in an accredited institution; financial assistance is provided for one course per semester, or three courses per academic year; upon satisfactory completion of the course at another college or university, the university will reimburse eligible staff 70% of the charge for tuition, up to an amount equal to 70% of what the university would charge for similar level coursework; for course work at the university, a 70% discount will be applied to charges for tuition upon registration; fees, books, the remaining amount of tuition, etc., are the responsibility of the staff member; staff members who apply to the university for coursework are subject to the same competition for admission as other applicants.

Individuals apply annually; Administrative Council approves on a case-by-case basis. When approved, tuition is covered at \$290 per credit hour.

Institute's tuition assistance plan reimburses up to \$5,250 for full-time employees per calendar year for eligible courses (prorated for part-time employees). Tuition assistance is provided for various areas of study. While most courses that qualify for reimbursement are academic courses taken for credit and a grade at an accredited college or university, certain other courses may qualify as well. The Plan covers some fees including registration, application, computer, library, lab, and curriculum support but does not cover books, materials or equipment.

Part of the overall university's tuition support program. 75% of tuition for university classes (up to 4 credits/term). At outside institution, up to \$1,428 per term or 75% of tuition and fees, whichever is less. Does not include PhD coursework, only undergrad and graduate level.

Strictly speaking, the cost of registration is not paid by the library; this is a university benefit for eligible staff and faculty.

The university covers 50% of the cost of registration as a benefit.

We reimburse at 0 to 100% tuition depending on the course and its relevance.

With special approval, a portion of tuition costs may be covered with the allocation described in question #7.

**No Registration, Full Books, etc.**

An endowed account has been established for any library employee pursuing an MLS. This account reimburses employees for the cost of their books.

**No Registration, No Books, etc.**

Although the library does not pay/reimburse the cost for registration, the university does grant full waiver of tuition and fees for undergraduate and graduate courses for all employees on pay status.

But, employees do receive tuition remission from the university for taking classes.

Librarians can attend courses at the university at no cost - this excludes professional programs such as Law and Business.

The Arizona Board of Regents provides reduced tuition for employees to attend classes at any of Arizona's three universities. The library does not provide additional assistance.

The library does not augment the university tuition benefits.

The library does not, but it is possible to attend a 3 credit hour course each semester free of charge. The union pays for it. It is also possible to take an additional 8 credit hours per semester at a reduced tuition rate. This reduction is a university program.

The library may pay for registration based on the situation.

The university (not the Libraries) has a tuition waiver program for all permanent employees. The employee pays a \$5 processing fee per academic term. Employees are responsible for their own books, materials, and/or equipment expenses.

The University System has a tuition reimbursement program (TAP) that covers registration.

Tuition waiver is available for up to 6 credits per semester.

University allows librarians to enroll for up to 6 credit hours with no payment other than a technology fee that all students pay. No payment for other expenses.

**14. Must these job-related courses be taken at the home institution? N=56**

<b>Yes</b>	13	23%
<b>No</b>	43	77%

## Comments

### Yes

All expenses would be covered (and time counted as work time) if course is required for the job (i.e., "assigned training").

If not offered at home institution, other institutions considered.

Preference is given to a job-related course offered at the home institution.

Tuition waiver at home institution

### No

Classes may be taken at any state university. However, the waiver is not applicable to professional programs, i.e., School of Law or School of Medicine.

Courses may be taken tuition-free at either the home institution or at any other state-supported institution within our state.

Each employee is eligible to take university classes at 25% of the normal tuition cost.

For employees employed half-time or more, the university provides a partial tuition remission for credit courses offered by any of the university's campuses.

However, courses taken on campus or within the whole University System may be covered by a generous staff tuition reduction, and/or partially covered by the campus Employee Benefit Fund.

Librarians are eligible for a tuition waiver for three courses per year from any of the 16 universities in the University System. No credit hour limit is specified.

Most are MLS courses taken through online enrollment.

Our librarians generally have an MLS and a second master's degree or PhD. To my knowledge, it's uncommon for them to be taking for-credit classes that are job related unless they are perhaps language or technology classes. These classes are paid for by the employee unless they are taken here where tuition remission applies. If the classes were for a second master's degree the employee would also pay the cost.

Per previous question, attendance here is not required.

The course will be paid in full as long as the institution is recognized and used for the librarian's professional development.

The courses do not have to be job-related as part of the University Systems program, but they must be taken at the home institution unless the home institution does not have that particular major or course. Then it can be taken at another University System institution.

15. How does your library handle librarians' time away from their normal duties in order to attend college credit courses that are job related? Check all that apply. N=68

Counted as time worked	42	62%
Employee uses personal time, e.g., vacation	24	35%
Employee is allowed to make up the time	32	47%
Not allowed during normal assignment hours	3	4%
Other response	3	4%

**Comments**

**Counted as time worked**

- Can use professional development time.
- For college credit courses that are required by the supervisor for job-related training, the time away from normal duties is counted as time worked.
- If an employee is REQUIRED by the Libraries/CCP to attend a university class, full release time for class attendance will be given (e.g., three (3) hours for a three (3) credit class).
- Library managers determine whether requested classes are "job-related" or not.
- Requires supervisor's approval.
- Supervisors may approve work time if the course is determined to be related to professional responsibilities.
- The maximum number of credit hours is determined by the Graduate College.
- The university has a tuition waiver/reimbursement plan (employees qualify after one year of full-time service or 2 years of part-time service). An employee can take up to 2 credit courses per semester. If the classes are taken at the university, the tuition is waived. Employees must pay full price for credit courses taken at another school and upon successful completion of the course the employee is reimbursed at 80%.
- The university offers the College Program, an educational benefit available to all full-time, benefits-eligible employees to encourage their development through formal education. To participate in this program, employees must have completed at least six months of employment. The program allows full-time employees release time from work to attend college courses. In general, courses may be job-related, degree-related or for career development. A maximum of three hours per week can be allowed for course attendance, and requests to take courses at other college campuses may be approved. Prior to registering for a class during work hours, an employee must obtain written approval from his supervisor.
- This happens very rarely; classes must be VERY "job-related."
- This hasn't come up so it's hard to answer but generally if we would require someone to take a course to enhance their skills, then it would count as time worked. There is no maximum number of credit hours, but generally taking college courses is frowned upon during work hours.

### **Allowed to make up the time**

As exempt employees, librarians are expected to use flexible scheduling to meet work obligations.

Case-by-case basis—decided by supervisor.

### **Personal time, Allowed to make up the time**

All time away must be negotiated with the person's supervisor.

This is very rare for librarians and I would say that employees are allowed to make up the time only when the schedule change doesn't negatively impact work. It's much more common for support staff to be enrolled in for-credit courses.

### **Counted as time worked, Personal time, Allowed to make up the time**

Depending on the reason for taking the course a variety of methods are used.

Employees can be granted 3 hours/week education time if supervisor/departments agrees. That time is considered work time. Time above and beyond that (if approved at all) is usually taken as vacation. Classes are encouraged to be taken that will not cause unreasonable disruption to the unit operations/staffing.

It varies. If a course is determined to be work related, then it can be counted as time worked. Normally, schedules are flexed to allow attendance at classes and occasionally, if the employee needs more time, they will take leave.

Provide for up to 2.5 hrs per week paid release time.

Really depends on employee's major assignment and what he/she wishes to do.

The library will allow up to 6 hours of paid release time per week. Approval is based on a quarter or semester basis and takes into account operational considerations.

This varies on the situation.

This is at the supervisor's discretion, but is normally counted as time worked if classes are during work hours.

### **All of the above**

With approval, a librarian may carry an average of 4 credits a term for released time during no more than 3 consecutive terms, up to a maximum of 12 credits. Additional time may be handled with the other 3 options.

### **Other response**

If a college course is needed for the job, it may be taken during work time (e.g., a language course), but in this case it is audited and not taken for credit.

Librarians normally do not clock their hours. Most work hours are flexible and often exceed a minimum required 35 hours per week.

University allows one course at a time to be taken on work time; additional courses are on personal time. No credit hour limit per semester; the limit is one course, regardless of number of credit hours.



16. Please indicate the maximum number of credit hours of job-related college credit courses that librarians may take per session. N=29

**Credit hours per session**

Minimum	Maximum	Mean	Median	Std Dev
3	No limit	6.71	6	2.83

Number of Hours	Number of Responses
3	2
4	1
6	12
7	1
8	3
9-12	1
16	1
No limit	8

**PERSONAL DEVELOPMENT EDUCATION AND TRAINING**

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17. Does your library pay or reimburse librarians for registration, books, materials, and/or equipment expenses for college credit courses that are primarily for their own personal development? N=72

	Registration N=72	Books, etc. N=70
Yes, the library pays/reimburses the full cost	9	1
Yes, the library pays/reimburses a part of the cost	12	3
No, the library does not pay or reimburse	51	66

Full Registration	2	3%
Full Registration, Full Books, etc.	1	1%
Full Registration, No Books, etc.	6	8%
Part Registration, Part Books, etc.	3	4%
Part Registration, No Books, etc.	9	13%
No Registration, No Books, etc.	51	71%

Please explain the allocation method.

### **Full Registration**

Librarians receive a tuition waiver for university courses. The faculty member must hold an appointment of twenty-five percent or more of full time service. Librarians are allocated funds for professional development. The funds are determined by the librarian's rank. Either response listed above is true depending upon the decision of the librarians to use his or her funds to pay for books, etc.

The university waives half tuition. The employee is responsible for the other half.

### **Full Registration, Full Books, etc.**

Books and equipment: reimbursement and cost/sharing negotiable.

### **Full Registration, No Books, etc.**

These are paid for only if they are taken here.

University employees may use a course fee waiver to pay for university courses whether or not the courses related to the individual's professional responsibilities.

### **Part Registration, Part Books, etc.**

Librarians can be reimbursed up to \$1,120 per year for professional development activities, including course fees or books for personal enrichment classes.

Similar to question 8. Some courses and related expenses are covered by the library as part of our professional expense policy; others are covered institutionally by the university under an educational assistance policy.

The cost is taken from their professional development fund. Note: The registration is paid in full only if the course can be used for professional development.

### **Part Registration, No Books, etc.**

\$800 is available from the library; once that is exhausted, money can be allocated from departmental discretionary funds, if available and the department head is amenable. The university offers all employees a \$2,000 benefit for education.

For employees employed half-time or more, the university provides a partial remission of fees for credit courses; therefore, the employee pays a reduced tuition rate.

Institute's tuition plan may be used for GED through Graduate Degree. Coverage of Job-Related: studies from which you gain knowledge that will enhance your performance in a significant amount of your current job OR Career-Related: studies or degree programs that prepare you for advancement in your current or another field of work in which realistic full-time employment opportunities exist at the institution. Note: Graduate degree programs must be taken as Career-Related Study to enhance on-the-job skills or to expand one's career opportunities at the Institute. Tuition assistance is available for all levels of study, from GED to graduate level.

Strictly speaking, the cost of registration is not paid by the library; this is a university benefit for eligible staff and faculty.

The institution waives the instructional fees (tuition); the Libraries cover 50% of general fees on a case-by-case basis.

The same policy in the previous section applies. Very few disciplines are not eligible to be refunded.

The university covers 50% of the cost of registration as a benefit.

Tuition waiver applies.

The university will assist with paying tuition for undergraduate, graduate, or professional courses for staff as follows: Staff must be eligible for the benefit and enrolled in an accredited institution; financial assistance is provided for one course per semester, or three courses per academic year; upon satisfactory completion of the course at another college or university, the university will reimburse eligible staff 70% of the charge for tuition, up to an amount equal to 70% of what the university would charge for similar level coursework; for course work here, a 70% discount will be applied to charges for tuition upon registration; fees, books, the remaining amount of tuition, etc., are the responsibility of the staff member; staff members who apply to the university for coursework are subject to the same competition for admission as other applicants.

**No Registration, No Books, etc.**

But, the university does give tuition remission to all employees.

Librarians can attend courses at the university at no cost. This excludes professional programs such as Law and Business.

The Arizona Board of Regents provides reduced tuition for employees to attend classes at any of Arizona's three universities. The library does not provide additional assistance.

The library does not augment the university tuition benefits.

This information is the same as the previous information regarding job-related classes.

Tuition waivers are for any undergraduate or graduate course.

University allows librarians to register for free for up to 6 credit hours. Payment of a student technology fee is required.

**18. Must these college credit courses be taken at the home institution? N=47**

<b>Yes</b>	12	26%
<b>No</b>	35	74%

**Comments**

**Yes**

Employees may enroll in other institutions at their own expense on their own time.

The courses do not have to be job-related as part of the University Systems program, but they must be taken at the home institution unless the home institution does not have that particular major or course. Then it can be taken at another University system institution.

**No**

For employees employed half-time or more, the university provides a partial tuition remission for credit courses offered by any of the university's campuses.

If the course is not required for the job, but of interest to the employee, for-credit courses can be taken free-of-charge through the university's tuition waiver program. (3 classes per year at any university system institution). Flex-time and paid personal leave are both available to cover time in class.

Librarians are eligible for a tuition waiver for three courses per year from any of the 16 universities in the University System. No credit hour limit is specified.

May be taken at any public institution in the state.

**19. How does your library handle librarians' time away from their normal duties in order to attend college credit courses that are primarily for their own personal development? Check all that apply.**  
N=63

Counted as time worked	9	14%
Employee uses personal time, e.g., vacation	37	59%
Employee is allowed to make up the time	37	59%
Not allowed during normal assignment hours	12	19%
Other response	1	2%

## Comments

### Counted as time worked

Counted as work time only if at home institution.

Limits on the number of units of credit that may be taken by faculty are determined by the Graduate College.

### Personal time

Employee might be allowed to make up time, depending on the circumstances.

### Allowed to make up the time

As exempt employees, librarians are expected to use flexible scheduling to meet work obligations.

Case by case basis---decided by supervisor.

Employees DO need their team leader's permission to enroll in classes which meet during their normal work hours, and all missed time must be made up on a schedule approved by the team leader.

Librarians may adjust their work schedules to take college credit courses. With approval at the library and university levels, a faculty member may be granted a leave of absence without pay to pursue an advanced degree.

**Personal time, Allowed to make up the time**

All time away must be negotiated with the person’s supervisor.

In some cases, library may count as time worked.

No release time is granted for undergraduate courses at institutions other than the university.

**Counted as time worked, Personal time, Allowed to make up the time**

Staff taking skill-enhancing classes or classes that help maintain knowledge base are allowed 10% release time, with flexibility in work schedule.

This is at the supervisor’s discretion.

**Other response**

University policy is one course per semester may be taken on work time; additional courses are on personal time. There is no semester credit hour limit; simply one course on work time, regardless of semester credit hours.

20. Please indicate the maximum number of credit hours of college credit courses that librarians may take per session primarily for their own personal development. N=28

**Credit hours per session**

Minimum	Maximum	Mean	Median	Std Dev
3	No limit	6.3	6	2.69

Number of Hours	Number of Responses
3	2
4	1
5	1
6	11
7	1
8	2
16	1
No limit	6
Other	3

## JOB-RELATED INTERNSHIPS

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Internships are experience-based programs that are associated with the pursuit of an academic degree.

21. Does your library pay or reimburse librarians for **registration; books, materials, and/or equipment expenses; or travel and accommodations** for participation in internship programs that are job related?  
N=65

	Registration N=56	Books, etc. N=55	Travel N=56
Yes, the library pays/reimburses the full cost	9	5	7
Yes, the library pays/reimburses a part of the cost	8	6	7
No, the library does not pay or reimburse	39	44	42

Full Registration, Full Travel	1	2%
Full Registration, Full Books, etc., Full Travel	5	8%
Full Registration, Part Books, etc., Part Travel	1	2%
Full Registration, No Books, etc., Full Travel	1	2%
Full Registration, No Books, etc., No Travel	1	2%
Part Registration, Part Books, etc., Part Travel	5	8%
Part Registration, No Books, etc., Part Travel	1	2%
Part Registration, No Books, etc., No Travel	2	3%
No Registration, No Books, etc., No Travel	39	60%
Other Response	9	14%

Please explain the allocation method.

### Full Registration, Full Books, etc., Full Travel

This happens rarely, maybe one librarian per year. Individual decision by the Director.

### Full Registration, No Books, etc., Full Travel

Policy allows for such experiences; they seldom occur.

### Part Registration, Part Books, etc., Part Travel

Current experience with first such case based on unique circumstances and opportunity to feed sci-tech librarian pipeline. Library support staff member with science degree and commitment to obtaining MLS under agreement with Libraries to serve as liaison to particular library community and to pursue MLS. Commitment from Libraries to provide mentor, development opportunities, and supplemental financial support in addition to that provided by Institute tuition assistance plan.

Librarians can be reimbursed up to \$1,120 per year for professional development activities, including course fees or books for internships.

No allocation formula. The amount would be based on the overall expenditures.

This is handled on a case-by-case and decision is made by library Cabinet (decision-making group).

We have not had any such internships taken in the past 10 years that I can think of, however I'm sure the organization would consider some support depending on the specifics.

#### **Part Registration, No Books, etc., Part Travel**

These would require approval and be considered on a case-by-case basis.

#### **Part Registration, No Books, etc., No Travel**

75% of tuition & fees to a total of \$600 per annum.

If the internship is part of college credit and the staff member must pay for the course, the university will reimburse eligible staff 70% of the charge for tuition, up to an amount equal to 70% of what it would charge for similar level coursework. If the internship is not part of paid tuition, we do not pay or reimburse.

#### **No Registration, No Books, etc., No Travel**

Library faculty do not routinely participate in internship programs.

Not aware of internship programs for professional staff.

Our librarians might pursue additional degrees but internships are not part of the program.

The Arizona Board of Regents provides reduced tuition for employees to attend classes at any of Arizona's three universities. The library does not provide additional assistance.

Unless an internship is part of a course of study, then the time would not be reimbursed by the library or through the university's tuition assistance program.

We've never had anyone participate in internship programs.

#### **Other Response**

Basically, if we request a librarian to attend training or an institute, e.g., Frye Institute, we would pay all of the allowable expenses and the time away would be considered time worked. We have not had the experience of anyone in a job-related internship.

I have left all of the above questions blank. To my knowledge there would no reason for our librarians to be participating in internship programs. We sometimes have support staff who are in library school and they participate in internship programs.

In my time here, I have not dealt with this.

Librarians are allocated funds for professional development. The funds are determined by the librarian's rank. Either response listed above is true depending on the decision of the librarians to use his or her funds to pay for registration, books, etc. and travel.

No job-related internships associated with an academic degree have been requested by librarians; in the event of such a request, payment/reimbursement and details of the librarian's time away from normal duties would be negotiated.

The university provides funding for a number of faculty development opportunities, typically termed "fellowships," for which librarians who are faculty members are eligible. One of these, the Provost Fellows program, for faculty with demonstrated potential and interest in academic administration, includes opportunities to work with the office of the provost, the president, or the vice president for research. Appointments are up to 0.5 FTE for two semesters, with salary savings returned to the faculty member's department (e.g., the library).

Situation has never come up; decision would be on case-by-case basis.

This has not come up.

We have not had this kind of request.

We would pay for formal programs like ARL's RLLF.

**22. Must the job-related internship take place at the home institution? N=31**

<b>Yes</b>	3	10%
<b>No</b>	28	90%

**Comments**

If an internship is part of a university degree program requirement and is taken for course credit, tuition reduction benefit applies.

If not possible at home institution, other institutions may be considered.

Our state consortium encourages internships at sister institutions & has a mechanism in place to facilitate them, but they seldom occur.

**23. How does your library handle librarians' time away from their normal duties in order to participate in internship programs that are job related? N=39**

Counted as time worked	16	41%
Employee uses personal time, e.g., vacation	17	44%
Employee is allowed to make up the time	14	36%
Not allowed during normal assignment hours	8	21%
Other response	2	5%

**Comments**

Counted as time worked

Based on the direct relevance of the internship program with the librarian's responsibilities release time would be given or the librarian could negotiate for partial release time.



Our experience has been that only non-librarians have requested internships and we have tried to accommodate the requests (primarily for staff in library school) on a case-by-case basis.

Requires supervisor’s approval.

**Allowed to make up the time**

Case-by-case basis—decided by supervisor.

**Personal time, Allowed to make up the time**

All time away must be negotiated with the person’s supervisor.

An employee may request an unpaid leave of absence or a reduction in their assigned work hours in addition to the marked responses.

If the internship was not part of a for credit course, we would try to work with the employee to take leave and to flex their schedule.

**Counted as time worked, Personal time, Allowed to make up the time**

Based on supervisor’s assessment of workload, performance, employee obligations, etc. No max credit hours established.

Depends on the type and duration of the internship, service impact, etc.

**Other Response**

If full-time, the librarian may apply for professional development leave without pay.

No job-related internships associated with an academic degree have been requested by librarians; in the event of such a request, payment/reimbursement and details of the librarian’s time away from normal duties would be negotiated.

**24. Please indicate the maximum number of credit hours per session OR number of hours per week librarians may dedicate to participation in internship programs that are job related. N=15**

**Number of hours per week N=2**

3 hours, 10 hours

**Credit hours per session N=13**

Minimum	Maximum	Mean	Median	Std Dev
6	No limit	6.6	6	.98

Number of Hours	Number of Responses
6	5
8	2
No limit	5
Varies	1

## PERSONAL DEVELOPMENT INTERNSHIPS

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25. Does your library pay or reimburse librarians for **registration; books, materials, and/or equipment expenses; or travel and accommodations** for internships that are primarily for their own personal development? N=63

	Registration N=61	Books, etc. N=61	Travel N=61
Yes, the library pays/reimburses the full cost	1	—	—
Yes, the library pays/reimburses a part of the cost	4	1	1
No, the library does not pay or reimburse	56	60	60

Full Registration, No Books, etc., No Travel	1	2%
Part Registration, Part Books, etc., No Travel	1	2%
Part Registration, No Books, etc., Part Travel	1	2%
Part Registration, No Books, etc., No Travel	2	3%
No Registration, No Books, etc., No Travel	56	89%
Other Response	2	3%

Please explain the allocation method.

### Part Registration, Part Books, etc., No Travel

Librarians can be reimbursed up to \$1,120 per year for professional development activities, including course fees or books for internships.

### Part Registration, No Books, etc., Part Travel

We have not had any such internships taken in the past 10 years that I can think of, however I'm sure the organization would consider some support depending on the specifics.

### Part Registration, No Books, etc., No Travel

If the internship is part of college credit and the staff member must pay for the course, the university will reimburse eligible staff 70% of the charge for tuition, up to an amount equal to 70% of what it would charge for similar level coursework. If the internship is not part of paid tuition, we do not pay or reimburse.

The libraries cover 50% of general fees for internships through the home institution.

### No Registration, No Books, etc., No Travel

It would not matter if it were job relation or primarily for their own personal development. Unless an internship is part of a course of study, then the time would not be reimbursed by the library or through the university's tuition assistance program.

The Arizona Board of Regents provides reduced tuition for employees to attend classes at any of Arizona's three universities. The library does not provide additional assistance.

Varies based on individual situation; may be some level of support if related to job responsibilities; normally not.

We've never had anyone participate in internship programs.

**Other Response**

Librarians are allocated funds for professional development. The funds are determined by the librarian's rank. Either response listed above is true depending on the decision of the librarians to use his or her funds to pay for registration, books, etc. and travel.

We have not had a request for an internship of this type.

**26. Must the internship that is primarily for their own personal development take place at the home institution? N=25**

<b>Yes</b>	1	4%
<b>No</b>	24	96%

**27. How does your library handle the librarians' time away from their normal duties in order to participate in internships that are primarily for their own personal development? Check all that apply. N=37**

Counted as time worked	2	5%
Employee uses personal time, e.g., vacation	24	65%
Employee is allowed to make up the time	20	54%
Not allowed during normal assignment hours	11	30%

**Comments**

10% release time with flexible work schedule.

All time away must be negotiated with the person's supervisor.

Case-by-case basis—decided by supervisor.

Research leave or leave without pay may be applied for.

The librarian must use personal vacation time or Leave without Pay for personal development internships.

28. Please indicate the maximum number of credit hours per session OR number of hours per week librarians may dedicate to participation in internship programs that are primarily for their own personal development. N=11

**Number of hours per week N=1**

3 hours

**Credit hours per session N=10**

Minimum	Maximum	Mean	Median	Std Dev
6	No limit	6.8	6.5	.98

Number of Hours	Number of Responses
6	3
7	1
8	2
No limit	3
Varies	1

**PROFESSIONAL CERTIFICATION EXAMS**

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29. Does your library pay or reimburse librarians for expenses for professional certification exams? N=66

<b>Yes, but only if the certification is job-related</b>	16	24%
<b>No</b>	50	76%

30. Does your library pay or reimburse librarians for preparatory course expenses or for books, materials, and equipment expenses for professional certification exams? N=62

	Preparatory Course N=62	Books, etc. N=62
Yes, the library pays/reimburses the full cost	6	5
Yes, the library pays/reimburses a part of the cost	7	4
No, the library does not pay or reimburse	49	53

Full Course, Full Books, etc.	5	8%
Full Course, No Books, etc.	1	2%
Part Course, Part books, etc.	4	7%
Part Course, No Books, etc.	3	5%
No Course, No Books, etc.	49	79%

Please explain the allocation method.

**Full Course, Full Books, etc.**

Librarians can be reimbursed up to \$1,120 per year for professional development activities, including course fees or books for internships. There are also funds for technology-related professional development activities which may be used for IT-related certification. Librarians may also receive financial support from departmental funds, technology training funds, and/or from the Librarians’ Association of the University of California.

**Part Course, Part books, etc.**

Depends on budget- availability of funds.

Must be paid through their professional development allowance, therefore it varies on how much funding is left from their account.

The only certifications sought have been for systems librarians needing certification on different hardware, software or programming languages. The amount and type of reimbursement has been on a case-by-case basis.

**Part Course, No Books, etc.**

75% of cost to a total of \$600 per annum.

May be covered under Institute’s tuition assistance plan.

The university covers up to \$2,000.

**31. How does your library handle librarians’ time away from their normal duties in order to prepare for or take professional certification exams? N=43**

Counted as time worked	14	33%
Employee uses personal time, e.g., vacation	24	56%
Employee is allowed to make up the time	18	42%
Not allowed during normal assignment hours	8	19%

## Comments

### Counted as time worked

Employee uses professional leave.

If library requires certification, then time away would be counted as time worked, otherwise employee may be allowed to make-up the time and/or use vacation leave.

Our IT librarian may need certification in some instances.

Requires supervisor approval.

### Allowed to make up the time

Case-by-case basis—decided by supervisor.

### Personal time, Allowed to make up the time

All time away must be negotiated with the person's supervisor.

Counted as time worked, Personal time, Allowed to make up the time

We would work with the employee for time away from normal duties.

### Not allowed

Professional Certification is not currently required of our librarians. If we had a medical library and membership in the Academy of Health Information Professionals was required, this would be reviewed.

## OTHER LEAVE OR PROFESSIONAL DEVELOPMENT BENEFITS

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32. Does your library offer any other type of leave or professional development benefits to librarians?

N=69

<b>Yes</b>	39	57%
<b>No</b>	30	43%

If yes, please describe the benefit.

A librarian can request "special leave" from the university for a specific purpose, including attending a professional meeting and additional education, and length of time. Up to 30 days with pay with Provost approval; up to a year unpaid with further approval.

A professional development fund and travel allowance is allocated as part of our librarians and archivists collective agreement. Compassionate leave is also granted for bereavement, to attend to urgent or critical health needs of immediate family or other personal reasons requiring urgent attention.

Ability to apply for University Foreign Travel Grants or library-funded research grants.

As a consortium member institution, we select 3 to 5 librarians for, and fully fund attendance at, the TRLN Management

Academy, a week-long professional development and leadership program for mid-level managers in academic libraries. We also encourage and financially support other competitive development opportunities at the university, state, and national levels.

Bereavement Leave; Jury Duty Leave; Military and Military Training Leave

Bereavement or comparable emergency leave, civil leave (jury duty), military leave.

Courses related to or in support of one's position may be authorized and payment for course approved and paid for by the library.

Eligible for personal unpaid leave.

Flexible scheduling. Some work-at-home opportunities. Administrative travel support for job-related committee work, e.g., with the regional network, the consortium, etc.

Flexible Work Schedule; Telework; Credit Leave, Comp Time, Comp Time for Travel

FMLA Leave: A staff member who has met the eligibility requirements for FMLA may receive up to 12 weeks of leave in any rolling 12 month period. Non-FMLA Leave: Staff members who do not meet the eligibility requirements for a leave under FMLA may request a leave of absence for a self-qualifying medical event. Time away from work may not exceed six weeks in their first 12 months of service at Vanderbilt. This leave period for staff in their first 12 months of service is to be taken as continuous leave only. Also, a staff member with a serious medical condition who has exhausted leave available under the FMLA may request an extended medical leave, subject to the 6-month maximum leave period.

Personal Leave: An eligible staff member who has completed at least 12 months of service and who is in good standing may request personal time off for reasons such as educational opportunities, travel or to care for a family member or to spend time with a new baby or child placed in the home within the first 12 months in situations not covered by the FMLA. However, personal leaves are not granted for engaging in employment outside of Vanderbilt or pursuing an independent business venture. Leave time under this provision cannot exceed the six month maximum time available under any combination of leaves granted in any rolling 12-month period.

For employees employed half-time or more, the university provides paid parental leave (that does not reduce an eligible employee's balance of any other paid leave such as sick, vacation, or personal business days or personal holiday) at 100 percent of the employee's straight-time, regular pay, for the purpose of recovery from the birth of a child and/or to bond with a newborn or with a newly-adopted child under the age of 18. Birth mothers may receive up to 240 hours of paid parental leave; all other eligible employees who become parents of a newborn or newly adopted child may receive up to 120 hours. If both parents are eligible employees, the parents may elect to combine the total number of hours and allocate it between them. The leave applies to a male or female employee who is a birth mother; a father of the birth child; a same-sex domestic partner of the birth mother; a same-sex domestic partner of the birth father; an adoptive mother or father; a same-sex domestic partner of an adoptive mother or father.

Full-time librarians receive full tuition reimbursement to attend non-credit classes at the University of Chicago Graham School of General Studies. In addition, the University's Human Resources department offers work-related courses in their business and professional programs at no cost.

Leave Without Pay for professional development.

Leave without pay. "Sesqui" Leave: Each school of the University may administer a periodic program of academic leaves, often referred to as Sesquicentennial Associate ships. These are competitive awards. The purpose of a Sesqui Leave is to help faculty invigorate their research and teaching activities.

Librarians are eligible to apply for Education Release which allows them to take one day a week off for up to a year.

Funds are allocated to the librarian's department to pay for staff to fulfill librarian activities normally performed by the librarian on Education Leave. The maximum number of such releases in one year is three. Faculty are also eligible for Education Release and funds are used to provide "one course release" and pay for the delivery of the course normally taught by the person on education release.

Librarians are offered professional leave according to ranks. Tenure track librarians received 15 days with pay and Clinical track librarians receive 10 days with pay.

Librarians have leave of absence options under their collective bargaining agreement, some LOAs are with pay and many are without pay.

Librarians may also receive financial support from departmental funds, technology training funds, and/or from the Librarians' Association of the University of California. In addition, there is a special "Two-month Leave" which may be used for professional development activities, if approved.

Librarians may design their own unique professional development leave or project, then apply for library funding from a central fund; a committee of peers determines who receives funding. Examples of past projects include: Funding for travel to South America where documents were scanned and oral history interviews were conducted. Time-off was granted to complete research for a book (and later to write the book). Funding for travel to libraries around the state to examine items included in a bibliography.

Librarians receive separate funding for both professional development and training.

Librarians, as part of their union contract, are awarded an annual sum for professional development. Librarians use this allotment to attend conferences (such as ALA, SLA), workshops, etc., on behalf of the library and university

Occasionally we send librarians to leadership development programs like FRYE, Harvard Executive Program or internal training programs at Columbia. We have a series of Digital Initiatives talks that librarians are encouraged to attend. We regularly send librarians to Rare Book School.

On campus non-credit courses; In-house training programs; webinars

One day of release time per week per year up to 15 weeks for professional development purposes.

Professional and educational leaves, both without pay and up to one year. Military, medical, and FMLA leaves depending on the circumstances of the individual.

Research funds to support photocopy, mailing surveys, travel to other libraries, etc. There is a small allocation shared by all faculty and administered by faculty themselves through elected committee.

Research leave; leave without pay

Sabbaticals

The union and the university provide grants. One of them will give a person time off the tenure clock.

The University offers unpaid leaves of absence for employees. The Short-Term Leave of Absence for up to 30 work days (not to exceed six weeks) or University Leave of Absence for up to 12 months. Leaves must be approved by the staff member's department head (this includes verifying that the employee meets the eligibility requirements for a leave). The department must retain the staff member's position or a comparable position.

The university permits librarians to take up to nine hours of classes on a space-available basis. As regular faculty members, however, they are not permitted to earn a degree.

Time Grant Program for leaves of less than 240 hours.



Tuition waiver benefit; personal leave without pay; administrative leave

The university has a pilot program called Faculty Enhancement Opportunities (FEOs). FEOs are intended to be more flexible in nature and duration than traditional sabbaticals. Thus FEO funds are to be expended primarily for salary/benefit offset, travel costs and/or fees for conferences or similar learning experiences. FEO funds are generally not intended to fund such things as equipment/supply purchases, pilot studies, GRAs or similar items for which other sources of support are available.

University-wide opportunities that I mentioned earlier.

We have a robust training and professional development program which offers programs on a host of topics relevant to their duties. There is no charge for these programs and staff are paid when attending.

## **ADDITIONAL COMMENTS**

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### **33. Please enter any additional information about leave and professional development benefits for librarians at your library that may assist the authors in accurately analyzing the results of this survey.**

Benefits for librarians are the same as those provided to the entire Smithsonian Institution.

Besides the formal programs, we would be willing to consider leave requests that benefit the librarian and the libraries. Any creative idea would be considered.

Due to budget restrictions, professional travel/leave funding is under review. How we allocate funding now may not be the same as how we do it in another year or so, and is not what we did a year ago (were more generous for post-sixth year review faculty). It's a moving target.

Librarians do not have a fixed amount of professional development money per librarian but rather get partial reimbursement for as many events as they want to attend each year.

Librarians each have 20 days a year which may be applied to work on research projects and/or attend conferences and workshops. Librarians may take university courses as their "sabbatical project" when they are on sabbatical leave.

Policies regarding sick leave, vacation, and tuition benefits are university policies available to all full-time and part-time staff.

The responses reflect policies that apply to all university staff. There are no special benefits for librarians, with one exception. The 80% reimbursement of travel costs and 100% reimbursement of registration fees is library policy, not university-wide.

There is considerable discretion for approving professional development activities at the branch/division head level. Benefits are identical to faculty for study leave/sabbatical leave, sick leave, professional development reimbursement fund.

When I keep referring to the professional development allowance, this means that all librarians are given a fixed amount each year for funding that would not be paid through our tuition assistance program or through travel expense. This includes, book and material costs, membership fees, electronic devices used for professional development (i.e., laptops). When their fund is used for the year and if there are more expenses it must be paid through the librarian's own pocket.

## RESPONDING INSTITUTIONS

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University at Albany, SUNY	University of Massachusetts, Amherst
University of Alberta	Massachusetts Institute of Technology
University of Arizona	University of Michigan
Arizona State University	Michigan State University
Auburn University	National Agricultural Library
Boston College	University of Nebraska—Lincoln
Brigham Young University	University of North Carolina at Chapel Hill
University of British Columbia	North Carolina State University
University of California, Irvine	Northwestern University
University of California, Los Angeles	Ohio University
University of California, Riverside	Oklahoma State University
University of California, Santa Barbara	University of Oregon
Case Western Reserve University	University of Pennsylvania
University of Chicago	Pennsylvania State University
University of Cincinnati	Purdue University
University of Colorado at Boulder	Rice University
Colorado State University	University of Rochester
Columbia University	Rutgers University
University of Delaware	Smithsonian Institution
Duke University	Southern Illinois University Carbondale
Emory University	Syracuse University
University of Florida	University of Texas at Austin
George Washington University	Texas A&M University
Georgetown University	Texas Tech University
University of Georgia	University of Utah
University of Hawaii at Manoa	Vanderbilt University
University of Houston	University of Virginia
University of Illinois at Chicago	Virginia Tech
Indiana University Bloomington	University of Washington
University of Iowa	Washington State University
Iowa State University	Washington University in St. Louis
Kent State University	University of Waterloo
University of Kentucky	Wayne State University
Library of Congress	University of Western Ontario
University of Louisville	University of Wisconsin—Madison
McGill University	York University
McMaster University	