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CSUEU Proposal #3

ARTICLE 22

PROFESSIONAL DEVELOPMENT

General Training and Development

22.1 An employee may submit a request for training and development to the appropriate administrator. Such a request may include, but is not limited to, release time with pay, flexible working hours, tuition, and travel. If such a request is denied by the appropriate administrator, such denial shall be in writing.

22.2 Employees shall be provided necessary training appropriate to any newly assigned job duties or equipment as determined by the appropriate administrator.

Training Opportunities

22.3 When an Appropriate Administrator recommends training to improve an employee's performance, if such training occurs during the employee's work hours, the employee may be granted release time, if operational needs permit.

22.4 A permanent employee may request at the Human Resources Office or be offered the opportunity for a temporary assignment in a higher level position on a training basis. Such requests shall follow procedures outlined in Provisions 22.22, 22.23, 22.24 and 22.27.

22.5 An employee seeking a temporary training assignment for the purposes of attaining additional skills for a specific classification or skill level may make a request in accordance with the provisions of this Article.

22.6 An employee serving on such a temporary assignment shall be compensated as provided for in Provision 17.5, Article 17, Assignment/Reassignment.

22.7 Upon request, an employee serving on such a temporary assignment shall be provided with a letter of verification of such service. A copy of such a verification letter shall be placed in the personnel file of the employee.

22.8 At the end of the temporary assignment, the employee shall be returned to his/her permanent assignment with the same status as he/she would have had if he/she had not been granted the temporary assignment.

22.9 When possible, employees whose work is being changed due to technological changes may be provided with reasonable release time to participate in retraining opportunities for campus specific opportunities prior to the implementation of any layoffs.

Training Proposals

22.10 Employees or the Union may prepare and present training proposals for bargaining unit employees. Such proposals may be submitted to the Human Resources Office.

22.11 The appropriate administrator(s) shall consider any training proposal(s).

22.12 Upon request of the Union, the appropriate administrator(s) shall meet with the Union and a reasonable number of affected employees to discuss the training proposals. Such a meeting shall be held at a time and place mutually agreeable to the appropriate administrator and the Union.

22.13 The appropriate administrator shall respond in writing to the Union regarding the training proposal.

Professional Development

22.14 Professional development opportunities shall include, but are not limited to:

a. The fee waiver program;

b. Training directly of benefit to the campus;

c. Continuing education.

22.15 When professional development classes are suggested, but not required, if such training occurs during the employee's work hours, the employee may be granted release time, if operational needs permit.

22.16 For the purpose of professional development, an employee may apply for an unpaid Leave of Absence for up to one (1) year as provided in Article 16.

Employee Development

22.17 An employee wishing to pursue educational goals may, with the guidance and support of his/her immediate non-bargaining unit supervisor and in consultation with the Human Resources Office, formally develop and obtain approval of a Career Development Program. This program shall include attainment of a certificate, an associate degree, an undergraduate degree, a graduate degree or other achievement appropriate for the employee's professional growth.

22.18 Upon successful completion of the formally developed and approved Career Development Program, the employee may request a temporary training assignment consistent with a logical evolution of the Career Development Program and the goals, objectives and opportunities available at his/her current campus.

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a. The employee request shall be made to the campus Human Resources Office no later than one hundred twenty (120) days following completion of the Career Development Program. Only three (3) such request(s) may be made by an employee for a temporary training assignment and must be made within the time allotted.

b. The request(s) shall be in writing and shall include a detailed description of the type of temporary training assignment preferred, the objective of the training, and in which division/unit the training could be provided.

c. The employee shall provide a current, detailed resume.

d. The employee shall provide, in writing, a detailed description of the new skills, abilities, knowledge and information which were obtained in the course of the Career Development Program and explain how they relate to a requested temporary training assignment.

22.19 Within twenty-one (21) days after receipt of the written materials, a representative of the campus Human Resources Office shall contact the employee to schedule a meeting. At this meeting, the employee shall discuss his/her request. An appropriate administrator in the Human Resources Office will provide information to the employee, as appropriate, with respect to the requirements of positions contained in the CSU's Classification and Qualification Standards, and to advise the employee as to the likelihood of a suitable position becoming available on campus.

22.20 The granting of a temporary training assignment request will be dependent upon the campus' ability to arrange a training opportunity and, if applicable, provide coverage in the employee's work area while he/she is away.

22.21 Within ninety (90) days of the meeting, the appropriate administrator in the Human Resources Office shall meet with the employee to discuss the feasibility of arranging a training assignment. If arrangements for a temporary training assignment cannot be made within the ninety (90) day period, the appropriate administrator shall continue to discuss such arrangements with campus departments and periodically inform the employee of his/her progress.

22.22 When arrangements for a temporary training assignment are completed, the appropriate administrator in the Human Resources Office shall meet again with the employee and provide written notice to the employee of the details of the temporary training assignment including, but not limited to:

a. notification of the duration and beginning and ending dates of the assignment;

b. the location of the temporary assignment;

c. a position description outlining the major responsibilities of the temporary assignment;

d. the salary assigned to the temporary assignment;

e. the name and title of the immediate supervisor to whom the employee will be assigned during the temporary training assignment; and

f. an outline of the training experience and the objectives and performance expectations developed for the training assignment.

22.23 The duration of the temporary training assignment shall be no less than three (3) months and no more than eleven (11) months.

22.24 The employee shall receive written evaluations of his/her work at least every two (2) months and at the conclusion of the temporary training assignment. Copies of these evaluations shall be placed in the employee's personnel file.

22.25 At the end of the temporary training assignment, the employee shall be returned to his/her former position at or above the former salary, in addition to any approved salary adjustments.

22.26 The position classification of the temporary training assignment shall be based upon a classification review of the temporary training assignment. Appointment to a temporary training assignment shall be made at a salary at least equal to the employee's current salary, but no more than five percent (5%) above it.

22.27 Upon successful completion of a temporary training assignment, the employee may request, according to procedures applicable at his/her campus, to be interviewed for announced vacancies whose job content is comparable to the temporary training assignment. Determination of comparability shall rest with the Human Resources Office. A request for an interview shall not be unreasonably denied.

Career Opportunities

22.28 After successful completion of a Career Development Plan:

a. Notice of such successful completion shall be placed in the employee's personnel file.

b. An employee may submit, with his/her application for a posted higher-level position, a statement regarding experience and education acquired under the plan.

c. An employee who applies for a vacant posted position for which Human Resources determines he/she is qualified and which is consistent with the Career Development Plan shall be interviewed.

Reimbursement for Job-Required Training Expenses

22.29 The CSU agrees to reimburse employees for expenses incurred as a result of training if such training is required by CSU. Employees shall be reimbursed in accordance with the CSU Travel Policy for the following expenses incurred as a result of this required training:

a. Tuition and/or registration fees;

b. Cost of course-required books and materials;

c. Transportation or mileage expenses;

d. Toll and parking fees; and/or

e. Lodging and subsistence expenses.

Employees shall not be reimbursed for any training expenses required by law as part of the employee's profession or taken under the Fee Waiver program.

Compensation for Hours Worked Attending Training

22.30 Hours spent by non-exempt employees in attending training shall be compensable as hours worked unless all four of the following conditions are met: (1) the training is outside the employee's regular working hours; (2) the training is mandated by law as a requirement to work in the employee's profession; (3) the training is taken at an independent bona fide institution of learning; and (4) the employee performs no work during the training.

22.31 An eligible employee shall be granted release time for the purpose of taking examinations to maintain a specialized license required by the CSU, except for a DMV Class C operator license.

22.32 Non-exempt employees who attend training and education courses required by the CSU under provision 22.29 above shall be granted reasonable time off without loss of compensation for courses that occur during the employee's normal working hours. An employee's normal working hours may be adjusted so attendance occurs on state time. Courses required by CSU that are scheduled during off-duty hours shall be considered hours worked for purposes of determining overtime, subject to Article 19, Overtime. For the purposes of this Article, overtime shall include authorized time spent in travel. Appropriate costs for such training shall be borne by the CSU.

22.33 When it is necessary for exempt employees to work extended hours to attend training and/or education courses required by the CSU, managers may authorize informal adjustments in their normal work hours.

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Fee Waiver

22.34 The appropriate administrator shall approve requests from all full-time employees and part-time permanent employees for enrollment in the CSU fee ~~w~~aiver program subject to the provisions of this Article.

22.35 A maximum of two (2) courses or six (6) units, whichever is greater, per semester/quarter (exclusive of courses in self-support ~~or doctoral~~ programs) may be taken on the fee waiver program, provided that the CSU admission requirements shall be met, waived, or are non-applicable. Courses taken on the fee waiver program shall be taken for credit. Fee waiver courses include undergraduate, graduate, credential, on-line, and summer term courses if they are state-supported. Eligible employees enrolled in a doctoral program shall be eligible for a partial fee waiver equivalent to the part-time Graduate tuition fee, and shall be responsible for paying the difference between the applicable Doctorate fee and the part-time Graduate Tuition Fee.

22.36 Fee waiver courses shall be job-related or part of the approved Career Development Plan. The course of study for a Career Development Plan will be established by the employee and an appropriate advisor of choice and shall be subject to approval by the appropriate administrator in the Human Resources Office. The CSU admission requirements shall be met or waived for an approved Career Development Plan. The CSU admission requirements shall not apply for job-related courses.

22.37 Subject to conditions listed in a. and b. below, an employee shall be granted reasonable release time for one (1) on-campus course per semester/quarter. An employee at the Chancellor's Office shall be granted an amount of time during working hours equal to actual class time.

a. The course shall be job-related or shall be part of an approved Career Development Plan.
b. The operational needs of the department are met ~~as determined by the appropriate administrator~~.
c. If the release time is denied due to operational needs of the department, at the employee's request, the Appropriate Administrator shall explain to the employee, in writing, the department's operational needs.

22.38 Employees on a leave of absence who otherwise are eligible to request a fee waiver may request fee waiver for enrollment in more than two (2) courses per semester/quarter.

22.39 In order for an employee to continue participation in this program, normal academic standards shall be maintained.

22.40 A record of completed courses may be placed in the employee's official personnel file.

22.41 The term "fee waiver" as used in this Article means a program that waives or reduces fees for employees as listed below:

The following fees shall be fully waived:
Application Fee
Health Services Fee
Identification Card Fee (if mandatory)
Instructionally Related Activity Fee
Professional Program Fee **(Graduate Professional Business Fee)**

The following fees shall be reduced to one dollar ($1):
Associated Student Body ~~Association~~ Fee
University ~~Student~~ Union Fee/Student Body Center Fee
Health Facilities Fee

All other Category I and Category II fees as defined in Executive Order ~~740~~ 1054, or in any superseding executive order, if applicable, ~~(including Campus Academic Fees and College based Fees that are approved as Category I and Category II fees)~~ (excluding the doctoral program fee and non-resident tuition fee) shall be waived for employees.

The State University Tuition Fee shall be waived for the units of courses taken in the CSU fee waiver program.

22.42 Employees taking courses in addition to the CSU fee waiver courses shall pay any difference between the amount waived and the full State University Tuition Fee.

22.43 Participation in the fee waiver program shall entitle an employee to instructional services but not to student services.

22.44 An employee who qualifies for admission to a campus in accordance with established CSU standards and criteria shall be admitted, except that fees may be waived pursuant to this Article. An employee who does not qualify for regular admission may be admitted pursuant to the authority of the President, except that fees may be waived pursuant to this Article.

Dependent Fee Waiver

22.45 Employees eligible for participation in the CSU Fee Waiver Program as defined in Provision 22.35 may transfer their existing Fee Waiver benefit entitlement to only one person at a time who is a spouse, domestic partner, or dependent child up to age 25, subject to the following conditions:

a. the courses are taken by a spouse, domestic partner, or dependent child up to age 25 who is matriculated toward a degree and the courses are for credit toward the degree's requirements; and

b. this Fee Waiver benefit does not apply to out-of-state tuition, or courses in self-support ~~or doctoral~~ programs.

c. A participating spouse, domestic partner, or dependent enrolled in a doctorate program shall be eligible for a partial fee waiver equivalent to the part-time Graduate Tuition Fee and shall be responsible for paying the difference between the applicable Doctorate Fee and the part-time Graduate Tuition Fee.

22.46 Participation by an eligible employee's spouse, dependent child up to age 25, or domestic partner is subject to each CSU campus' standard admission and registration policies and procedures. Eligibility criteria for domestic partners shall be those used to determine such eligibility for health benefits.

22.47 The following fees shall be fully waived for a spouse, dependent child, or domestic partner of the employee:

Application Fee
Identification Card Fee (if mandatory)
State University Tuition Fees for the courses taken in the fee waiver program~~, excluding doctoral program fees.~~

22.48 All other fees shall be paid at the regular rates by a spouse, dependent child, or domestic partner of the employee.

22.x1 The spouse, dependent child, or domestic partner of the employee is exempt from the determination that space be available in a particular course solely because they are participating in the fee waiver program.

22.49 A spouse, dependent child, or domestic partner of the employee shall be entitled to student services in addition to instructional services.

Continuing Education - Unit 2

22.50 Continuing education training shall be training required to obtain or renew a license or certification required by law.

22.51 Based on the operational needs of the campus and the requirements of the position, the appropriate administrator may approve requests for participation in continuing education activities necessary to maintain licenses or certificates required by the State of California or other licensing agencies.

22.52 An eligible employee may request approval to participate in continuing education activities in accordance with campus procedures.

22.53 The President may approve requests for participation in continuing education activities from eligible full-time employees for up to fifty (50) hours per calendar year. Employees working less than full-time shall be eligible for continuing education on a pro rata share. Such requests shall not be unreasonably denied. Any denial shall be within seven (7) days of the employee's written request. The above notwithstanding, the appropriate administrator may grant additional release time for continuing education activities at the request of the employee. Such requests shall be carefully considered.

22.54 In cases where a total of fifty (50) hours participation in required continuing education activities are not approved by the President in a calendar year, presidential approval may be granted in the calendar year immediately following, for a maximum of one hundred (100) hours, less any time approved in the preceding year.

22.55 Approval for participation in continuing education programs and activities shall be based on the following considerations:

a. staffing needs of the department;
b. reasonable expectation that the employee's work performance or value to the campus will be enhanced as a result of his/her participation in the course of study; and
c. requirements for continuing education.

22.56 The request for approval to attend required continuing education activities shall be made at least fourteen (14) days prior to an employee's anticipated absence.

22.57 The President shall determine what costs, if any, shall be borne by the campus in connection with required continuing education activities. Time as provided in this Article spent in continuing education activities shall be compensable pursuant to the factors in provision 22.30. Attendance at continuing education activities outside of regular work hours may be supported by the CSU at the discretion of the President.

Non-exempt employees who attend training and education courses required for continuing education credits may be granted reasonable time off without loss of compensation for courses that occur during the employee's normal working hours. Hours spent attending training and education courses during regular working hours for Continuing Education shall be considered hours worked. Courses that are scheduled during off-duty hours are not considered hours worked for purposes of determining overtime.

When it is necessary for exempt employees to work extended hours to attend training and/or education courses required by the CSU, managers may authorize informal adjustments in their normal work hours.

For the CSU
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