

## **ARTICLE 6 DEVELOPMENT**

### **A. GENERAL CONDITIONS**

1. Employees are encouraged to pursue professional development and education in relation to their career in health care.
2. Employees shall be reimbursed for the costs of educational programs required and approved by the University. Time spent in such educational programs shall be considered time worked.
3. Employees attending University courses or seminars shall be eligible for fee reductions applicable to other employees at their hospital/campus/laboratory. Employees attending University courses or seminars shall not be eligible for the services or facilities or counseling centers, gymnasias, or student health services incidental to such reduced-fee registration.
4. Nothing in this Article shall preclude the University from granting additional development opportunities.

### **B. RELEASE TIME AND SCHEDULING**

1. An employee who has completed her/his probationary period, who wishes to participate in a professional development and educational leave program and who meets the qualifications listed below, shall request advance approval in accordance with departmental procedures. Such requests shall only be denied based on operational considerations.
2. Professional Development and Educational Leave:
  - a. May not be accumulated.
  - b. Must be scheduled according to staffing requirements, however, the university shall make reasonable efforts to accommodate requests.
  - c. When used for Continuing Education Units, must be used to take available UC-sponsored courses.
  - d. Must be documented with proof of participation.

3. Forty (40) hours paid professional development and educational leave relating to the employee's patient care technical career will be provided to full-time employees per contract year.
  - a. A contract year is normally defined as October 1 – September 30. If a contract year begins after October 1, a proportionate number of professional development and educational leave hours will be provided based on the actual duration of the contract.
  - b. In addition, a part-time career employee's yearly entitlement shall be prorated based on her/his appointment rate.
  - c. Up to eight (8) hours of the maximum paid leave may be utilized for appropriate home study/internet courses. Time used under this section shall not be accrued or paid as premium overtime.
  - d. Notwithstanding paragraph 3 above, provided an employee has requested using development leave in writing in advance, in accordance with B.1. above, and has been denied by supervision on two separate occasions during the year as defined in 3.a. above, up to twenty (20) hours of unused development leave may be carried over to the following contract year.
  - e. In order to carry over unused development leave, as defined in d. above, an employee must submit the request no less than ninety (90) calendar days prior to the end of the contract year.
  - f. Under no circumstances may an employee have more than sixty (60) hours of development leave in one year.
  - g. Requests for carry-over must be submitted in writing thirty (30) days following the end of contract year (October 31<sup>st</sup>).
4. Employees who are scheduled to take the examination which would grant a state and/or nationally recognized certification, and who request the examination day off in accordance with the unit's scheduling procedures, shall be assigned paid professional development and educational leave for the day on which the examination is taken.

5. An employee assigned to the evening and/or night shift, who is scheduled for a continuing education course or a certification examination, shall be scheduled off from the evening or night shift immediately preceding or following the course examination when:
  - a. The unit scheduling policies have been followed; and
  - b. The course is eight hours duration outside scheduled work time; or.
  - c. The examination is conducted by a state or nationally recognized professional organization.

### **C. EQUIPMENT TRAINING**

In the event that the University introduces new equipment at any teaching hospital/laboratory/campus which materially affects work performed by an EX unit employee subject to this Agreement, the University shall provide adequate training on new equipment and/or methods of practice. Such training shall not be deducted from the annual maximum in provision Section B.3. above.

### **D. REDUCED-FEE REGISTRATION**

1. Non-probationary employees in career positions who are residents of the State of California and who are admitted to the University are eligible for a two-thirds (2/3) reduction of both the University registration fee and the University educational fee per quarter or semester, for up to nine (9) units or three (3) regular session University courses, per quarter (or six (6) units or two (2) regular session University courses per semester), whichever is greater.
2. An employee so registered shall not be eligible for the services or facilities of counseling centers, gymnasias, or student health services incidental to such reduced-fee registration.
3. Eligibility for discounts for other University of California courses and programs, including University Extension courses, are at the sole discretion of the University.