

ARTICLE 29 TRAINING AND DEVELOPMENT

A. GENERAL CONDITIONS

1. Employees may participate in University career-related or position-related training/development programs, subject to approval by the University. Subject to operational considerations, employees shall be granted flexible or alternate work scheduling, leave without pay, leave at full or part pay, full or part payment of fees and expenses, and/or temporary or part-time reassignment in another department, provided that all of the following conditions are met:
 - a. The employee has completed their probationary period; and
 - b. The employee's performance is satisfactory or better; and
 - c. Participation in training/development programs during scheduled work hours is approved in advance by the University.
2. When the University requires attendance at a training/development program, the University will pay the fees and related costs for materials, travel and per diem, and the employee's attendance at the actual program shall be considered time worked.
 - a. Training/development which is suggested or recommended, but not required, is not "required" within the meaning of this Article.
 - b. Training/development for the acquisition or maintenance of a license mandated as a job qualification shall not qualify as "required" within the meaning of this Article. However, nothing precludes the University from paying for the costs of acquisition or maintenance of such a license.
 - c. Travel and per diem shall be administered in accordance with Article 31 – Travel Reimbursement.
3. Employees attending University courses or seminars shall be eligible for fee reductions applicable to other staff employees at their location. Employees attending University courses or seminars shall not be eligible for the services or facilities of counseling centers, gymnasium, or student health services incidental to such reduced-fee registration.
4. Non-probationary career employees who are residents of the State of California are eligible to enroll in regular session courses for up to nine units or three courses per quarter or semester, upon payment of one-third of the Student Services Fee and one-third of the Tuition. For purposes of clarification, regular session courses are those which are state-supported and do not include programs that do not receive state funding and are funded exclusively from self-generating revenue. In the event the University provides additional Student Services Fee and Tuition reductions to other eligible staff employees, the employees in this unit shall receive such fee reductions, to the same degree that other staff employees are so eligible.
5. Eligibility for discounts for other University of California courses and programs, including University Extension courses, are at the sole discretion of the University.

6. Nothing contained in this Agreement will preclude the University from granting additional training/development opportunities.
7. In the event the University establishes new training/development programs, employees shall be eligible to participate in such programs to the same degree as other staff employees.

B. RELEASE TIME AND SCHEDULING

1. An employee who has completed the probationary period who wishes to participate in a training/development program during work time shall request advance approval in accordance with local procedures.
 - a. On completion of the program, the employee may be required to submit verification of successful completion of the program and attendance at the program.
 - b. Participation in training/development programs during scheduled work hours must be approved by the University in advance. Such leaves must not interfere with staffing requirements.
2. A non-probationary exempt employee is eligible for up to five (5) workdays and non-probationary non-exempt employees are eligible for up to forty (40) hours of paid release time for University career-related or position-related training/development per calendar year, prorated based on their full-time equivalent (FTE).
 - a. Time spent in University-required training/development courses shall not count against the release time provided above. Other training/development courses which are not required shall count against the release time provided above.
 - b. Time spent in University-required career-related or position-related training/development programs shall not count against the release time provided above. Other career-related or position-related training/development which is not required shall count against the release time provided above.
 - c. Except as described below, such paid release time may not be accumulated or carried over from year to year, and must be scheduled according to staffing requirements.
 - d. Nothing precludes the University from granting additional release time for training and development.
3. No later than November 1 of any year, an employee may submit a written request in accordance with local procedures to carry over paid release time for University career-related or position-related training/development. Such requests will be considered on a case-by-case basis and shall not be unreasonably denied. Any hours approved for carry-over must be used by the end of the following calendar year and may not carry-over to any subsequent year. The provisions of Section B do not apply to home study courses.
4. Training/development leave hours may be used for the time spent taking certification exams that are in furtherance of University career-related or position-related training/development.