

ARTICLE 23
EMPLOYEE DEVELOPMENT

23.1 EMPLOYEE TRAINING/DEVELOPMENT AND EDUCATIONAL BENEFITS

A. **Employee Training/Development**

1. The University will maintain a record of all employee training.
2. Subject to supervisory approval, the University will:
 - a. Grant ninety-six (96) hours of paid release time per fiscal year for in-service programs offered through the University, e.g. Human Resource Services, Environmental Health and Safety, Information Technology Services. The Certification training on Leadership/Management, Supervisory functions, Financial and Communication tracks will be offered to employees covered by this Agreement on the same basis as all other University employees.
 - b. Allow employees covered by this Agreement to participate in University career counseling and assistance programs on work time and on the same basis as all other University employees.
3. Any training for which paid release time is granted will be considered time worked.
4. Employees will submit written requests for release time to supervisors ten (10) days in advance of the first date of training requested. The University will approve or deny requests in writing. If a training request is denied, the University will provide the business reason for denying the request in writing to the employee.

B. **Licenses/Certifications**

1. Pre-employment licenses and certifications will be at the employee's expense and on their own time. Any licenses and certifications necessary to meet the minimum qualifications of the position will be obtained at the employee's expense and on their own time.
2. Employees who are required by the University to have licenses and certifications beyond that necessary to accomplish the minimum

qualifications for their position, will acquire and maintain all such licenses and certifications at the University's expense.

3. Any loss of license(s) or certification(s) required to perform the employee's duties will be reported to the employee's supervisor not later than the first work day following the loss or as soon as is practicable.
4. For Bargaining Unit 12 members only, the University will provide ServeSafe or other departmental approved state approved "food safety training" for employees required to maintain a food handlers permit.

C. **Educational Benefits**

1. The University will provide a Tuition Fee Waiver Program for all employees covered by this Agreement on the same basis as the program is provided for all other University employees.
2. The University will review requests for schedule changes in accordance with Article 6.1.D in support of employee's utilizing the Tuition Fee Waiver Program. If a schedule request is denied, the University will provide the business reason for denying the schedule change in writing to the employee.
3. The University will provide a Summer Educational Benefits Program for all employees covered by this Agreement on the same basis as the program is provided for all other University employees.
4. Leave and/or leave without pay for educational purposes may be granted in accordance with the applicable provisions of this Agreement.