

Article 22 EMPLOYEE EDUCATION AND TRAINING

§ 22.1 Instruction

§ 22.1.1 Unit members who wish to enhance their job skills and/or knowledge may have their request(s) considered in the following manner:

1. Provide a written proposal to their supervisor that clearly outlines the appropriateness of the areas of study, including goals and objectives to help support significant accomplishments the employee looks to obtain, and that will benefit both the District and the unit member. A copy of their proposal will be submitted to the Human Resources Department. Courses will be taken at SRJC unless not available or another institution offers courses at a time which interferes less with the unit member's work schedule.
2. Unit members are eligible for up to three (3) hours/week paid release time for semester length courses, or paid release time in excess of three (3) hours a week to attend short courses. (Total paid release time per semester shall not exceed fifty-two and one-half (52-1/2) hours/semester) for instruction approved pursuant to this Article. Unit members may also arrange a flexible schedule that will avoid a deterioration of the services created by an absence from their job location. Release time is not available for travel.
3. The employee's supervisor, in consultation with the Director of Human Resources, shall review the proposal for the appropriateness of the course and its benefits to the District and unit member, and for impact of the unit member's absence on the department. The supervisor will approve or deny the request.
4. Reasonable requests which meet the foregoing criteria shall be approved. Requests for paid release time in excess of three (3) hours a week shall not be subject to the Grievance Procedure, but may be reviewed with the Vice President of Human Resources.

§ 22.2 In-Service Training

§ 22.2.1 The District shall provide release time to unit members for attendance at District sponsored in-service workshops and training sessions that are appropriate to the staff members' job skills.

§ 22.2.2 The District shall consult with classified staff representatives regarding areas of mutual interest for in-service training programs. The intent of these discussions will be to identify workshop topics that will have the greatest benefit to both the District and the unit members.

Article 22 EMPLOYEE EDUCATION AND TRAINING (Continued)

§ 22.3 Professional Development Activities (PDA) Days

**§ 22.3.1** Classified staff are allowed to participate and be compensated for Professional Development Activities Days. Upon request of an employee, and with prior approval of the supervisor, an employee shall be allowed to flex his/her schedule to participate in Professional Development Activities Days.