

Article 22 EMPLOYEE EDUCATION AND TRAINING

§ 22.1 Educational Release Time Program

§ 22.1.1 Santa Rosa Junior College recognizes the value of professional development for all classified employees. The Educational Release Time Program enables employees who are registered as students to attend classes, with appropriate approval, during their regularly scheduled work day. This program provides employees with more flexibility to further their growth and advancement, enhance their involvement in the life of the community college, and to further their education to have employees become a more productive and knowledgeable workforce. Unit members who wish to utilize release time under this contract provision, in order to enhance their job skills and/or knowledge, may have their request(s) considered in the following manner:

1. 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 may be scheduled to attend courses or study. Release time is not available for travel.
2. The District and SEIU shall mutually agree upon a form. This form, SRJC Classified Professional Development Form, is available on the Human Resources Forms page (see Appendix O). When possible, 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.
3. The employee's supervisor shall review the employee's request 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 based on the provisions of this article.
4. This Educational Release time is available to employees who are taking a job-related course, or working towards a certificate or degree at any accredited academic institution of higher education. While Santa Rosa Junior College is designated as a Hispanic Serving Institution (HSI), all Spanish-language courses shall be deemed appropriate. While Santa Rosa Junior College maintains "Cultivating a Healthy Organization" as part of the Board-approved Strategic Plan, all courses that promote health and wellness shall be deemed appropriate.
5. 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, and may be approved for paid or unpaid leave as outlined under Article 12.10.

Article 22 EMPLOYEE EDUCATION AND TRAINING (Continued)

§ 22.1 Educational Release Time Program (Continued)

Educational Reimbursement Programs:

1. Classified Employees shall have access to and be eligible to participate in any funding provided by the state or the district for the purposes of providing access to and reimbursement of educational expenses. Examples of such funding includes; SRJC approved courses, conferences, and other training and educational opportunities as defined under the applicable reimbursement program.

§ 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.

§ 22.3 Professional Development Activities (PDA) Days

§ 22.3.1 Classified staff are expected to participate and will be compensated for Professional Development Activities Days. To accommodate this, District offices, unless mandated to remain open, will be closed to the public a minimum of 4 hours each PDA day, so that all employees may attend PDA Day activities. For the employees that are operationally unable to attend PDA Days, the employee can complete up to eight (8) hours of approved flex activity from July 1- June 30th. 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.

§ 22.4 Classified Shared Governance Program

§ 22.4.1 Eligibility for Compensation

1. Effective July 1, 2017, unit members are eligible for compensation for hours served on committees. Unit members may opt for \$15 an hour served (in addition to regular salary, subject to SEIU Fund availability) or one hour of flex time for each hour served.

Article 22 EMPLOYEE EDUCATION AND TRAINING (Continued)

§ 22.4 Classified Shared Governance Program (Continued)

§ 22.4.1 Eligibility for Compensation (Continued)

2. Compensation is limited to regularly scheduled committee meetings. Sub-committees, activities, planning/agenda building meetings, and retreats are not eligible for compensation. Union related councils/committees (CEC, CRC, FBC, JLMC) or committee seats by position are not eligible for compensation. All other shared governance committees listed on District committee website are eligible.
3. Hiring committee service as either a committee member or monitor is eligible for compensation, up to a maximum of ten (10) hours per committee assignment.

§ 22.4.2 Compensation Form / Tracking and Processing

1. Unit members shall utilize the Classified Shared Governance Compensation Form located on the Human Resources website. (See Appendix P)
2. The form shall be completed and submitted via hardcopy to the SEIU mailbox through inter-department envelope. Unit members will certify that their participation is true and accurate by signing and dating the form. No other attendance verification will be required.
3. SEIU will validate service eligibility, consolidate all requests, and route to Human Resources for Flex time accrual or Payroll for payment.

§ 22.4.3 Flex Time Usage

1. All flex bank utilization is subject to supervisor approval.
2. Flex bank hours may be utilized for any approved flex activity, additional professional development release time, and/or additional educational leave.
3. Up to twenty (20) hours may be utilized from the flex bank per fiscal year. Unused flex bank hours will expire upon separation from the District with no remuneration.

§ 22.4.4 Dispute resolution

1. Any dispute regarding this program will be resolved by the Joint Labor Management Committee (JLMC). The decision of the JLMC will be final, and not subject to grievance.

See Appendix Q for the Classified Shared Governance Compensation Program Frequently Asked Questions (FAQ's)

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