

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 unit members. The Educational Release Time Program enables unit members to attend classes and District-sponsored activities, with appropriate approval, during their regularly scheduled work day. This program provides unit members 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 unit members 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. Instructional Classes - Unit members who are registered as students 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 who are registered as students at SRJC in language courses are eligible for up to four (4) hours/week paid release time. (Total paid release time per semester shall not exceed seventy (70) 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 for time to study for courses. Release time is not available for travel.

2. District-Sponsored Activities - Unit members are eligible for up to two (2) hours/week paid release time for District-sponsored activities. Total paid release time per semester shall not exceed fifty-two and one-half (52-1/2) hours/semester for instruction and District-sponsored activities approved pursuant to this Article.
3. The ~~District and SEIU shall mutually agree upon a form. This form,~~ SRJC Classified Professional Development Form, is will be mutually agreed upon by SEIU and the District and available on the Human Resources webpage (see Appendix M). When possible, courses will be taken at SRJC unless not available, or if another institution offers courses at a time which interferes less with the unit member's work schedule. At no time may a unit member's release time exceed 20% of their regularly scheduled workweek.
4. The unit member's supervisor shall review the unit member'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.
5. This Educational Release time is available to unit members who are taking a job-related course, or working towards a certificate or degree at any accredited academic institution of higher education. While Given that Santa Rosa Junior College is designated as a Hispanic Serving Institution (HSI), all Spanish-language courses shall be deemed appropriate-eligible for this program. ~~While Santa Rosa Junior College maintains "Cultivating a Healthy Organization" as part of the Board-approved Strategic Plan, all courses and~~ District-sponsored activities and courses that promote health and wellness shall be deemed appropriate.
6. 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 Section** 12.14 **General Leaves.**

Article 22 EMPLOYEE EDUCATION AND TRAINING (Continued)

§ 22.1 Educational Release Time Program (Continued)

Educational Reimbursement Programs:

1. Classified Unit members 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 either directly related** to the **staff unit** members' job skills **in their current classification or training that is required by an external entity. The participating unit member will not forfeit their lunch break to attend.**

Part-time unit members or those who are not scheduled to work on in-service training days may request approval from their supervisor for a flexible schedule in order to participate in in-service training. Participation in the in-service training will count as hours worked.

§ 22.2.2 The District shall consult with classified unit member 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.

§ 22.2.3 Requests for in-service training opportunities must be submitted to Human Resources for approval at least two weeks prior to the professional development opportunity. Participants must request approval from their supervisor prior to attendance through a Notice of Absence Form using District Release Time or Flex Time.

§ 22.3 Professional Development Activities (PDA) Days

§ 22.3.1 Classified unit members are expected to participate **in**, 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 **d**Day, **so that in order for** all unit members **may to** attend PDA Day activities.

§ 22.3.2 For the unit members who are operationally unable to attend PDA Days, the unit member can complete may participate in up to eight (8) hours of approved flex activity from July 1- June 30th. Upon request of a unit member, and with prior approval of the supervisor, a unit member shall be allowed to flex their schedule to participate in Professional Development Activities Days.

§ 22.3.3 Part-time unit members or those who are not scheduled to work on PDA days may

request approval from their supervisor for a flexible schedule in order to participate in PDA days. Participation in PDA day activities will count as hours worked.

§ 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 **Shared Governance** committees. Unit members may opt for \$15 per hour served (in addition to regular salary, subject to SEIU Fund availability) or one hour of flex time for each hour served.
2. **Compensation is limited to Councils, Standing Committees, President's Advisory Committees, and other Governance Bodies as listed on the District Committee website, including officially recognized sub-committees and workgroups of those bodies.**
3. **Committee seats by position or which have negotiated release time are not eligible for compensation.**
4. **Activities, planning/agenda building meetings, and retreats are not eligible for compensation.**
5. **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 or twenty (20) hours per Management Team committee assignment.**
- ~~6. 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.~~
- ~~7. 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 **Online** Compensation Form ~~located on the Human Resources website. (See Appendix N)~~
2. The form shall be completed and submitted via **the SRJC SEIU website hardcopy to the SEIU mailbox through inter-department envelope**. Unit members will certify that their participation is true and accurate by **digitally** signing and dating the form. No other attendance verification will be required.
3. **The form will be reviewed and approved by the CEC Committee Specialist, CEC Secretary Treasurer, and the SEIU Chapter President.**
4. 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 O for the Classified Shared Governance Compensation Program Frequently Asked Questions (FAQ's)