

ARTICLE 34 – TRAINING/DEVELOPMENT AND EDUCATIONAL BENEFITS

- 34.1 Employee Training/Development Program.
- 34.1.1 Employee Requests for Training. Employees may submit a request for training to their supervisors. Requests will be considered based on operational needs and budget considerations. An employee whose requests for training are denied will be informed of the reason for the denial. If operational needs prevent the employee from participating in training, the employee shall work with the supervisor to find an alternate time period.
- 34.1.2 Subject to supervisory approval, the University may grant ninety-six (96) hours of paid release time per fiscal year for training purposes. Eligible part-time employees may use hours of release time pro-rated according to their FTE.
- 34.1.3 Departments may grant release time for: in-service programs offered through the University, e.g. Human Resource Services, Environmental Health and Safety, Information Technology Services; and time spent in training programs offered through a reputable non-University organization if the training promotes professional or job skill development.
- 34.1.4 Prior to approving more than sixteen (16) hours of release time, a supervisor may ask the employee to submit a training plan outlining his or her development goals.
- 34.2. Subject to supervisory approval, the University may 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.
- 34.3. Approved Training Time and Expenses. Time spent in University assigned training shall be considered work time. Hours spent attending training outside of regular work hours are not included as part of the employee's annual release time total. The University does not reimburse such training hours as extra compensation unless the training is required or directed by the supervisor. Travel or other expenses incurred as a result of University assigned training will be reimbursed in accordance with guidelines established by the state Office of Financial Management.
- 34.4. Tuition Fee Waiver Program. The University recognizes the value of education in the professional and/or personal development of employees. To encourage employees who wish to enhance their careers or personal opportunities through education, employees who have completed their probationary period are eligible to participate in the University's tuition fee waiver program, as provided in RCW 28B.15.558, on the same basis as the program is provided for all other University employees.