

## **ARTICLE 29 TRAINING**

The Employer recognizes that it has the obligation to determine training needs. Training may take the form of either on-the-job or formalized training. Training shall be the responsibility of the Employer.

The Employer will endeavor to provide sufficient training to enable all employees to effectively deal with circumstances normally met on the job. The Employer will endeavor to provide training at the time of hire, whenever job responsibilities become significantly altered, or upon return from leave of absence during which job responsibilities are significantly altered. Such training shall normally begin within thirty (30) work days.

Formal training programs conducted by the department shall provide employees with a statement of purpose, clear understandable performance

based objectives, and a daily agenda. Individual evaluations of the training may be submitted at the completion of training. Employees will be given the opportunity to submit such evaluations anonymously. The Union will have the right to review such training evaluations twice a year.

The Employer and the Union agree that any and all training will be conducted in an atmosphere of mutual dignity and respect. The purpose of training is to enhance employee job skills, not to create greater employment opportunities to the detriment of other employees.

The Employer recognizes that additional training, conferences and/or seminars given by other agencies or organizations may be relevant to Bargaining Unit members, and may provide increased knowledge and skills and improve overall job performance and job satisfaction. At the discretion of the Employer administrative leave may be granted for attendance at such training when requested by the employee.

When selecting facilities for training, one of the criteria will be that the facility is accessible to persons with disabilities.

The Employer and the Union agree to jointly explore sources for funding for job retraining programs for laid off employees through programs such as JTPA, etc. The parties recognize that such job retraining programs must be utilized in accordance with applicable provisions of Article 49.

Current departmental practices regarding notification of training opportunities and administrative leave for training or other educational purposes shall remain in effect at their present level unless negotiated otherwise in secondary negotiations.

The Employer and the Union agree to jointly establish a committee to review resources and gather information to facilitate employee advancement within state service. This Joint Advancement Committee (JAC) shall be comprised of two (2) Union designated members (one Administrative Support and one Human Services) and two (2) Employer designated members and shall be established within sixty (60) calendar days of the effective date of this Agreement. The Committee shall review current programs established by the Department of Civil Service and individual departments to identify skill assessment program needs and programs to publicize existing resources to employees. The Committee shall work cooperatively with Civil Service to achieve these objectives.

The JAC shall work cooperatively with programs established by the Joint Education, Training and Development Fund.