

## ARTICLE 10 – TRAINING AND DEVELOPMENT

### A. General

The University may permit employees to attend career-related or position related development programs. In each case payment of fees, duration of released time, **schedule changes**, and status of released time as time on pay or non-pay status is at the discretion of the University.

### B. Required Training

When the University requires attendance at an educational or training program, the University will pay the fees and related costs. With respect to non-required educational and training programs, the University may, in its sole discretion, pay the fees and related costs of such programs upon request of the employee. In the event the University declines to exercise its discretion, program-related costs, such as travel, etc., shall be borne by the employee for non-required programs.

### C. Optional Training and Development

**All employees shall have equal access to training opportunities. The University shall make employees aware of all training and/or mentoring programs available within departments, shops or classifications. Training shall not be considered specialized skills for purposes of layoff or promotion.**

### D. Fee Reduction

Non-probationary employees in career positions who are residents of the State of California and who are admitted to the University are eligible for a two-thirds reduction of both the University registration fee and the University educational fee per quarter or semester, for up to nine units or three regular session University courses, per quarter or semester, whichever is greater.

### E. Incidental Services

An employee so registered shall not be eligible for the services or facilities of counseling centers, gymnasias, or student health services incidental to such reduced-fee registration. The University agrees that bargaining unit employees may use University facilities to the same extent as other University staff employees.

### F. Other Programs

Eligibility for discounts for other University of California courses and programs, including University Extension courses, are at the sole discretion of the University.

### G. Approval

Participation in educational or training programs during scheduled work hours must be approved by the University in advance.

### H. **Leaves for Training**

- 1. If requested in writing by a non-probationary employee, the University shall provide up to forty (40) hours of paid release time per fiscal year for job-related or University career-related training, except as described below. Such paid release time must be scheduled according to staffing requirements.***

2. Employees shall file requests for job-related or University career-related training with the employee's Department.
3. An employee may be required to submit proof that they utilized the paid release time for the class, training, or career-development program.
4. At its discretion, the Department may approve requests that exceed forty (40) hours in a fiscal year.

#### H. Professional Development Working Group

1. The University and Teamsters Local 2010 agree to establish a working group to develop a career development program for the UCLA Skilled Trades Bargaining Unit. The purpose of this program is to enhance or develop the skill set of UCLA Skilled Trades employees and to meet identified departmental needs. The Working Group will also develop a financial aid component which will assist employees cover costs of classes, workshops, or programs for implementation by January 1, 2024 or earlier if possible. The University will set aside a minimum of \$500 a year per employee for training, in addition to the cost of training set forth in Section B above.
  2. The working group shall consist of up to four (4) bargaining unit employees selected by the Union and a staff representative of Teamsters 2010 and five (5) University representatives selected by UCLA.
  3. The University and the Teamsters Local 2010 may consult training and development professionals to assist in developing the career development program. These professionals may be invited to the Working Group meetings to discuss their ideas and concepts.
  4. The working group will discuss funding, implementation dates, the structure of the Working Group meetings, and other related topics regarding the career development program.
  5. The working group will meet at minimum on a bi-monthly basis and may mutually agree to meet on a more frequent basis. The first meeting will be scheduled within 45-calendar days of ratification. Scheduling of meeting dates for the year will occur in January thereafter.
- The procedures by which the Committee operates and the agenda items to be discussed shall be determined by mutual agreement of the parties. Items to be included on the agenda for the aforementioned are to be exchanged at least seven calendar days prior to the scheduled date of the meeting if at all possible.
6. Final adoption of a program shall be within 18 months from the date of ratification. The Working Group will continue to meet quarterly to oversee the

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**training, implement updates, and to evaluate the effectiveness of the training and the program.**

↓ **Disputes**

Disputes concerning this Article shall be subject to the Grievance Procedure of the Agreement, Article 26, but shall not be subject to the Arbitration Procedure of the Agreement, Article 27 **except for scheduling of meetings and concerns regarding equity and fairness.**