

**Union Proposal #22**  
**Tuition Reimbursement**

**April 6, 2021**

ARTICLE 6: EMPLOYEE RIGHTS

SECTION 6: RESPONSIBILITIES FOR TRAINING AND DEVELOPMENT (EXCERPTS FROM ADMINISTRATIVE PROCEDURE 21)

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- A. **Agency Responsibilities.** State agencies have the responsibility to create and maintain a climate which encourages training and development as an ongoing part of the performance management process which supports the accomplishment of the agency's mission, including but not limited to:
- developing a plan and budget for training based upon needs analysis, promoting access to training for all employees,
  - the spend plan for training and development budgets in each Agency shall be provided to all staff no later than July 1st of each fiscal year,
  - allocations of training and development funds will be provided in an equitable manner per fiscal year,
  - detailed reference of equitable allocations shall be provided to the Association,
  - ensuring that allocated budgets for training and development plans are prepared, updated and discussed by management, supervisor, and employee as part of the employee performance communication process at three (3) organizational levels: 1) agency, 2) work unit, and 3) individual employee development, and
  - ensuring that the individual employee development plan is developed jointly by the individual employee and the supervisor, is based upon needs analysis, and is consistent with the mission and needs of the agency.
- B. **Management and Supervisory Responsibilities.** Managers and supervisors have the primary responsibility for initiating communication about work unit training and individual development, including but not limited to:
- working with the Agency to devise an equitable funding distribution process for their employee's development needs per fiscal year,
  - providing their employees with Agency, Divisional, Unit allocation of training and development funds no later than July 1 of each fiscal year,
  - providing each employee how much funding is available to them for that fiscal year. If the employee does not want to secure training or development funding for the fiscal year funds may be redistributed within the Unit.
  - working in partnership with individual employees to assess training needs and coordinate agency, work unit, and individual employee development plans,
  - ensuring implementation of employee development plans,
  - incorporating training and development into the performance management process, and
  - seeking to improve management/supervisory skills in employee development.
- C. **Employees' Responsibilities.** State employees have responsibility for initiating discussion to identify and assess their own specific training needs, including but not limited to:

- working in partnership with supervisors and managers to meet the agency, work unit, and their own training and development needs, and
- an employee may inquire about how much funding is available to them for training and development training for that fiscal year. If the employee does not want to secure training or development funding for the fiscal year funds may be redistributed within the Unit.
- actively searching for training opportunities within State service and elsewhere.