

TRAINING AND CAREER DEVELOPMENT

SECTION 1. GENERAL PROVISIONS: The Agency will provide training and career development opportunities to employees of the bargaining unit. The Agency is responsible for ensuring that all employees receive the training necessary for the performance of the employees' assigned duties.

SECTION 2. TRAINING COSTS:

A. Approved Required Training: For supervisor-approved, Agency-required training, depending on the availability of funds and training priorities, the Agency shall pay all necessary and appropriate expenses for the training. Necessary expenses shall include costs of tuition or registration, required textbooks, and other expenses as appropriate, as well travel costs, pursuant to applicable laws, rules, regulations, and this CBA.

B. Approved CME and Non-Required Training: For approved Continuing Education training necessary to maintain certifications, licensure requirements, or for any approved training which is not required by the Agency, depending on the availability of funds and training priorities, the Agency shall either pay all necessary and appropriate expenses for the training, or shall make approval of such training contingent upon an agreement by the employee to share costs with the Agency.

C. Approved Conferences and Meetings: For supervisor-approved conferences and for meetings authorized by 5 U.S.C. § 4110, where there are not sufficient funds, approval for leave for such training may be made contingent upon an agreement by the employee to share costs with the Agency. When there are sufficient funds, the Agency shall pay for employees' attendance and necessary expenses when the following criteria are met, as provided in 5 C.F.R. § 410.404:

1. The announced purpose of the conference is educational or instructional;
2. The content is germane to improving individual or organizational performance.

SECTION 3. RIFS, REASSIGNMENTS AND NEW ASSIGNMENTS:

A. New Duties: When employees are reassigned to a new position or assigned to new duties in connection with their current positions, or where there are major technological changes, the Agency will provide the training necessary to enable employees to perform all required duties.

B. Reorganizations: Where there is reorganization RIFs, or other major actions which could have an impact on job security, the Agency will make every effort to provide training which would allow employees to move into existing or projected vacancies, consistent with budget and staffing restrictions.

Agreed: Agency: BA Union: 796

Date: 1 Dec 15

SECTION 4. SCHEDULED TRAINING:

A. Required Training: When training required by the Agency is conducted during an employee' regularly scheduled work hours, he or she will be granted excused absence to attend.

B. Approved Training: When training is approved under this Article, the Agency will make a good faith effort to grant excused absences from work or make schedule adjustments to accommodate an employee's training or educational program.

C. Cancellation: Scheduled training may be canceled if the employee accepts another position outside the Agency.

SECTION 5. TRAINING INFORMATION:

A. Provision of Information: The Agency shall inform employees, at least annually, about Agency training opportunities, policies, and nomination procedures. Upon request, the Agency will advise individual employees of training opportunities that meet identified educational or career objectives.

B. Updates: The Agency will maintain up-to-date information about training courses, programs, and seminars conducted or sponsored by the Agency or available from some other source. This information shall be accessible to employees and publicized in such a way as to provide adequate notice to interested employees.



SECTION 6. NOTIFICATION:

A. Nomination: The nomination and/or selection of employees to participate in training and career development programs and courses shall be in accordance with EEO guidelines and consistent with other applicable laws, rules, regulations, and the terms of this CBA.

B. Notice of Approval: Employees will be notified of approval or disapproval of training requests as soon as possible but in every case prior to the starting date of the training.

C. Non-Selection: If not selected for training, the employee will be notified of the reasons.

D. First Consideration: Should an employee's request for training be disapproved solely for lack of funds, the employee may resubmit a request for training as funds become available. That request will be given first consideration but may be disapproved due to higher training priorities.

Agreed: Agency:  Union: 
Date: 1 Dec 15
Page 2 of 4

SECTION 7: Equipment and Time for Continuing Education:

A. Approval of Duty Time: Approval for duty time will normally be granted for approved continuing education, absent compelling business reasons (to include coverage and/or mission requirements). If the request for duty time is denied, the Agency will provide the reason for the denial in writing.

B. Outside Programs: Each employee may request Administrative Leave or duty time, not to exceed forty (40) hours per calendar year, to pursue professional development and training programs administered by organizations other than the Agency. The professional development training program must be related to the employee's position or the next progressive position within that employee's job series and/or occupational series or related to the advancement of the Agency's mission.

C. Professional Development and Community Service: Approved absence, including LWOP, may be granted at the discretion of the supervisor for personal development or approved Agency educational purposes. Community service activities in line with the Agency's goals are also covered by this provision. These activities, courses of study, or research opportunities must be in line with a type of work performed by the Agency and contribute to the mission of the Agency.



D. On-line Courses: With supervisory approval, employees may use the Agency's computers to enroll in and take Agency-sponsored electronic or online courses on or off duty time.

SECTION 8. CAREER DEVELOPMENT:

A. Individual Development Plan (IDP): An IDP is a document that is voluntarily developed by the employee with the assistance of the supervisor or an Agency-designated management official to be used as a guide to an employee's professional and career development. The Agency shall give employees the opportunity to prepare an IDP. The IDP may be reviewed periodically, or at least annually.

B. Assistance to the Employee: Pursuant to the Agency's Performance Management Policy and upon request, the supervisor or other Agency-designated management official will assist the employee in the preparation of the IDP and will review it with the employee to ensure that the plan conforms to organizational and individual career needs. Employees may seek assistance from others who may provide advice and assistance in the preparation of the plan.

C. Employee Responsibility: The employee has the ultimate responsibility to develop and finalize the IDP. In partnership, the supervisor or an Agency-designated management official shall assist the employee with reviewing his or her draft IDP within thirty (30) days and finalize the IDP within ninety (90) days of the employee's request for an IDP.

Agreed: Agency:  Union: 
Date: 1 Dec 15
Page 3 of 4

D. IDP Components: Each IDP shall establish a series of milestones. The primary emphasis of the plan will be:

1. to address the competencies (or knowledge, skills, and abilities) needed for the Bargaining Unit Employee to improve his or her ability to perform in his or her current position;
2. to address the competencies needed for advancement beyond his or her current career level; and
3. to prepare the employee for new career opportunities within the Agency.

E. Approval of Duty Time: Bargaining Unit employees who have an approved IDP will be granted duty time for any training or developmental activities approved by the supervisor, unless it interferes with mission accomplishment. The scheduling of training will be consistent with Agency mission needs.


F. Performance Evaluation: IDPs will not be included in an employee's performance objectives. Bargaining Unit employees will not be adversely evaluated based on the failure to implement or complete an IDP.

G. Work Schedule: For approved government-sponsored training to meet mission and training requirements identified in the employee's IDP, the supervisor may adjust the Bargaining Unit employee's normal work schedule.

SECTION 9. REPORTING AND TRAINING COMMITTEE:

A. Reports: The Agency shall provide the Union a copy of the annual training report pertaining to bargaining unit employees provided to DHA within fifteen (15) calendar days after its submission.

B. Training Forms: The Parties agree to meet to discuss the establishment of an Education and Professional Development Training Forum(s)/Committee(s) as a subcommittee of the Labor Management Forum. This Forum/Committee shall consider and recommend necessary changes to any of the Agency's Training programs for bargaining unit employees to improve effectiveness and efficiency.

Agreed: Agency: 

Union: 

Date: 1 Dec 15