

CAPS PROPOSAL

Bargaining Unit: 10

Date: April 3, 2018

Exclusive Representative: CAPS

Article: X.1 New Language

Subject: Licensure and Certification – Continuing Education

X.1 Licensure and Certification – Continuing Education

As a condition of employment with the State of California, maintenance of required licensure or certification is the responsibility of the employee. For courses directly related to maintaining licensure or certification, the State shall provide each Unit 10 employee up to 36 hours per fiscal year of Continuing Education (CE) leave and reasonable travel time. CE courses shall be at the discretion of the employee.

- A. The State shall not require Unit 10 employees to utilize vacation/sick leave, annual leave, CTO or Personal Leave to attend conferences directly related to maintaining licensure or certification. The time used for CE leave, regardless of location, shall be considered the same as other paid leave (i.e. vacation, annual leave). CE shall not be subject to any other leave cash-out provisions nor shall CE leave be cashed-out at separation or retirement. CE leave shall be carried over to the next fiscal year if the employee is denied or does not have the opportunity to use his/her CE leave during the fiscal year.
- B. Requests for CE leave must be submitted to the supervisor or designee at least fourteen (14) days prior to the CE training. The department or designee shall approve or deny requests for CE leave within seven (7) workdays. CE requests shall not be unreasonably denied.
- C. The State will issue an annual payment on July 1 of \$1,000 per year to cover CE costs for tuition and/or registration fees, course related books, and training materials, transportation or mileage expenses, toll and parking fees, lodging and sustenance expenses, and all other work related expenses for courses directly related to licensure or certification. Employees working less than full-time shall be entitled to a pro-rated amount of the \$1,000 per year. For employees hired after the July 1 payment, departments will manually process the annual payment of \$1,000.