

**Article 22 INSTRUCTION**

**§ 22.1 Instruction**

§ 22.1.1 Unit members who wish to upgrade their job skills may become eligible by qualifying in the following manner:

1. Submit to the Director of Human Resources, with a copy to immediate supervisor, a proposal that clearly outlines the appropriateness of the program to their job family. Courses will be taken at SRJC unless not available or another institution offers courses at a time which interferes less with the unit member's work time.
2. Unit members are eligible for up to three (3) hours/week paid release time for semester length courses, or paid release time in excess of three (3) hours a week to attend short courses. (Total paid release time per semester shall not exceed fifty-two and one-half (52-1/2) hours/semester) for instruction approved pursuant to this Article. Unit members may also arrange a flexible schedule that will avoid a deterioration of the services rendered by them in their job location. Release time is not available for travel.
3. The Director of Human Resources shall review the proposal for the appropriateness of the course and its benefit to the job family in which the unit member is working, for the impact of the unit member's absence on the department and discuss with immediate supervisor the impact of their absence on the department, and approve or deny the request.
4. Reasonable requests which meet the foregoing criteria shall be approved. Requests for paid release time in excess of three (3) hours a week shall not be subject to the Grievance Procedure, but may be reviewed with the Director of Human Resources.

**§ 22.2 In-Service Training**

§ 22.2.1 The District shall provide release time to unit members for attendance at District sponsored in-service workshops and training sessions that are appropriate to the staff members' job skills.

§ 22.2.2 The District shall consult with classified staff representatives regarding areas of mutual interest for in-service training programs. The intent of these discussions will be to identify workshop topics that will have the greatest benefit to both the District and the unit members.

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