

## Training Policy<sup>1</sup>

California State University, Fresno recognizes the importance of training and developing its employees so that they are able to perform their assigned duties at an exemplary level, contributing to the overall excellence of the university. Therefore, consistent with the applicable collective bargaining agreement requirements, the campus policy is to provide staff employees release time to participate in training and development for the purpose of learning new skills that enhance their work. At a minimum, the campus policy is to provide release time equivalent to sixteen hours (16) for full-time employees, pro-rated for part-time employees, each calendar year. Appropriate training activities may include workshops developed by university departments, individualized training programs, and training off campus. Participation in training is subject to the approval of one's manager and the operational needs of the department.

The Athletic Corporation, the University Association and the Foundation are encouraged to develop a similar policy.

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<sup>1</sup> Replaces draft issued on 9/18/93. The original was prepared in response to the President's address to the campus on August 23, 1993.