

ARTICLE 11: EDUCATION EXPENSE

- A. The District shall pay the costs of tuition, training programs, enrollment or license fees, and any associated travel or lodging expenses incurred as a result of attending any seminar, class, conference, certification, skilled trades or training program required by the District as a condition of continuing employment, providing the employee satisfactorily completes the training requirements. Payment shall be in accordance with District policies and procedures on reimbursement of employee business expenses. Payment for hotel, public transportation and course fees shall be in advance when the cost is known in advance and sufficient time is provided for processing the payment.
- B. For job-related training, not directed by the District, and that is not or cannot be offered on campus, the District may sponsor attendance at that activity. For attendance at a job-related College of Marin credit course, the District may pay the cost of tuition and books AND released time for attendance and satisfactory completion (Credit or C and above grade). For a job-related College of Marin Community Education and Services (noncredit) course, the District may pay the cost of fees and books AND released time for attendance. For a job-related workshop that is offered on-site by the Staff Development Office, the District may grant released time for attendance.

If any of the above activities are scheduled during working hours or if they require funding, permission to attend must be granted by the immediate supervisor, the appropriate Vice President.

An employee must submit a request to his/her immediate supervisor who will then forward it (approved or unapproved) to the appropriate Vice President. The Vice President will make the final decision.

Forms are available at the TRC (LC115) or the mailroom at IVC.

- C. Police Officers and the Police Sergeant shall receive on their paychecks each month Seventy-five Dollars (\$75) if they possess an intermediate P. O. S. T. certificate and an additional One Hundred Dollars (\$100) if they possess an advanced P. O. S. T. certificate and an additional Seventy-five Dollars (\$75) if they possess a Supervisory P.O.S.T. certificate as an educational incentive. Police Officers who are assigned as Field Training Officers (FTO), shall receive a 5% increase while assigned as an FTO.
- D. Procedures for College Payment of Employee/Future Retiree Enrollment Fees**
- The purpose of the program is to promote staff development and opportunities for continued education while at the same time maximizing

class productivity/income. This program will continue on an indefinite basis, but will only be available in semesters when the College is below its state funded cap.

1. The program will be available to any permanent full or part-time employee who is a member of SEIU 1021 or to any future retiree from the College who was a member of this unit.
2. Eligible classes will include Credit courses only.
3. It is understood that employees will attend classes only during normal off-duty periods. Any exceptions must be in accordance with union contract provisions and a note, indicating immediate supervisor's approval, must be attached to the Application for Employee Class Fee Payment.
4. A Credit Application for Admission must also be completed if the employee has not been enrolled in the past 12 months.
5. Prior to Census Date, the employee must bring to Admissions, or send through campus mail, an Application for Employee Class Fee Payment (available in Admissions) together with appropriate enrollment forms and fees, if applicable.
6. The program will include College payment of the \$12 per unit enrollment fee and a waiver of the student representation fee and health fee. Employee/retiree students will be responsible for any materials fees plus the cost of books and supplies. (Non-resident tuition will not be paid.)
7. Employee/retiree students must stay enrolled through the Census Date of the class.
8. Employee/retiree students are subject to the same academic standards, rules and regulations affecting all other students at the College.
9. An employee/retiree student granted College payment in any one semester will not be eligible for the College payment or the waivers in the following semester if the employee/retiree student fails to successfully complete the class (if the program is offered again).
10. If an employee/retiree student was granted College payment and waivers for any one semester and wishes to reapply for the following semester, he/she should register, and once the grades for the previous semester are in, the College will verify successful completion of the course(s).

- E. If the District directs, or approves, a unit member to receive training which is intended to assist the member in the performance of his/her duties, the District shall pay for the cost of such training. If the employee receives a certification under a law, rule, or regulation requiring such certification for the performance of his/her duties, the District shall pay a one time stipend in the amount of \$100 to such employee.

ARTICLE 12: HOLIDAYS

- A. Employees shall be allowed sixteen (16) holidays with pay if they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday and in paid status on the holiday.

Holiday Schedule:

Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day After Thanksgiving, Winter Holiday Week (see definition below), Martin Luther King Jr. Day, Lincoln Day, Washington Day, and Memorial Day.

The Union and the District shall agree on the holiday schedule each year.

- B. Winter Holiday Week replaces the following days: Day before Christmas; Christmas Day; Day before New Years; New Years Day, Admission Day and includes one additional holiday, and if needed, a Spring Holiday.
- C. If an employee's work schedule is other than Monday through Friday and a holiday falls on an employee's regularly scheduled day off, the employee shall be entitled to a substitute holiday to be taken on the next regularly scheduled workday.
- D. When a holiday listed above falls on a Sunday, the following Monday shall be deemed the holiday in lieu of the day observed. When a holiday listed above falls on a Saturday the preceding Friday shall be deemed to be the holiday in lieu of the day observed.
- E. Holidays falling on an employee's regularly scheduled vacation period shall not be counted as vacation days, but shall be in addition thereto.
- F. When an employee is required to work on a regularly scheduled workday which falls on a holiday, the District shall provide payment at time and one-half in addition to regular straight time holiday pay, or compensatory time off at the rate of time and one half in addition to the regular holiday pay.

ARTICLE 13: VACATIONS

- A. Effective with the implementation of the District's integrated management system, vacation benefits shall be credited on a monthly basis. The parties