

1 Article 16

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3 Training and Career Development
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6 Section 1. General Provisions
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8 The Agency and the Union agree that the training and development of employees is
9 important in carrying out the mission of the Agency. The Agency is responsible for
10 ensuring that all employees receive the training necessary for the performance of their
11 assigned duties.
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14 Section 2. Non-Discrimination
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16 The parties agree that nomination and/or selection of employees to participate in
17 training and career development programs and courses shall be nondiscriminatory and
18 made without regard to sex, race, religion, age, marital status, ethnic group, handicap,
19 sexual orientation, parental status and Union membership or activity, and shall be in
20 accordance with equal employment opportunity guidelines, and consistent with other
21 applicable laws.
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24 Section 3. Training – Job Related (Technical and General)

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26 A. Employees will not incur costs for agency required training necessary for the
27 performance of their assigned duties.

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29 B. When training is required as part of a career ladder plan, the agency is responsible
30 for ensuring that it is provided.

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33 Section 4. Career Development

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35 Career development for individual employees shall be encouraged through
36 establishment of an Individual Development Plan (IDP).

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38 A. The administration agrees, on an annual basis, to provide information and
39 assistance, if necessary, to employees for the purpose and means of establishing
40 IDPs. The approving management official will also be identified.

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42 B. Because of the nature of their appointments, IDPs are not appropriate for term or
43 temporary employees.

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45 C. Employees may initiate IDPs through their designated management official. The
46 designated management official will, if requested, assist the employee in the

47 preparation of the IDP and will review it with the employee to assure conformance
48 with organizational needs and individual career needs. The plan will be referred to
49 the designated approving official and the employee will be notified of
50 approval/disapproval or the need for modification.

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53 Section 5. Training Programs

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55 A. The Administration will remind employees, at least annually, of the availability of
56 Government-sponsored training programs, the general scope of training, the criteria
57 for approval of training, and the nomination procedures. The Administration agrees
58 to advise individual employees, upon request, of currently available Government-
59 sponsored training courses so as to provide the employee the opportunity to express
60 timely interest.

61

62 B. Training nominations and/or approval will be based on the potential use of the
63 training in the employee's current position, or IDP if any, and other criteria
64 established by applicable law, rule or regulation. Nominating and approving officials
65 will apply such criteria equitably.

66

67 C. When an employee is nominated for training, a copy of the employee's IDP, if any,
68 will be attached to the nomination and will be considered in the process. Employees
69 will be notified in writing of the approval or disapproval of their nominations and the

70 reason for disapproval. To the extent feasible, employees will be notified of the
71 approval or disapproval prior to the starting date of the training. Should an
72 employee's nomination for training, including training courses contained in an IDP,
73 be disapproved for lack of resources, the employee may be renominated as funds
74 later become available, and the nomination will be given first consideration.

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76 D. Employees or managers may initiate discussion of individual training needs. Such
77 discussions may or may not be linked to an IDP.

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80 Section 6. National Training Committee

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82 A. The Agency and the Union have agreed to ~~form a~~ **continue the** National Training
83 Committee (NTC). The purpose of the NTC is to review agency training and career
84 development programs and make necessary recommendations. It shall meet to
85 discuss: training methodologies, training and career development needs, education
86 and communication, efficacy of training initiatives; and other related issues. It will be
87 a focal point for sharing information on agency-wide training and career
88 development.

89

90 B. The NTC is a recommending body that ~~will~~ **uses** consensual decision making to
91 address issues. It will meet two (2) times per year and submit joint

92 recommendations to the Deputy Commissioner for Human Resources, with a copy
93 provided the General Committee Spokesperson.

94

95 C. The NTC will be composed of twelve (12) members. Six (6) will be appointed by the
96 Union and six (6) by the Agency. The NTC will meet during the first ~~and third~~
97 quarters of the calendar year. Dates for ~~these~~ **this** meetings will be set by mutual
98 consent of the parties. The meetings will be **held face-to-face utilizing appropriate**
99 **technology, as determined by management. The parties will utilize**
100 **appropriate technology, as determined by management for any subsequent**
101 ~~additional-meetings~~ **the parties** may be jointly agreed to. The meeting(s) will be for
102 ~~three~~ **two** days, but may be extended by mutual consent. ~~The Agency will pay for all~~
103 ~~meeting-related travel expenses as well as per diem for five (5) American Federation~~
104 ~~of Government Employees travelers. The meetings will be held in Central Office;~~
105 ~~however, the committee may jointly recommend that the meeting be held elsewhere.~~
106 Official time authorized for NTC meetings will be handled in accordance with Article
107 30.

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109 ~~D. Establishment of this committee is not a waiver of Union statutory rights to~~
110 ~~information, consultation or negotiations pursuant to 5 U.S.C. 71. The Union~~
111 ~~reserves the right to request negotiations on issues impacting conditions of~~
112 ~~employment.~~

113

114 ~~E.~~ **D.** This national committee does not preclude any local arrangements that may exist.
115 Training may be an appropriate subject for Component, Regional or lower level
116 meetings subject to the mutual consent of the parties.

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119 **Section 7. IVT**

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121 IVT consists of a one-way, point-to-multi point satellite video network and interactive
122 distance learning response system that creates a virtual classroom which allows
123 instructors at one site to simultaneously train hundreds of trainees elsewhere. The
124 agency is committed to ongoing evaluation and improvement so that all participants
125 receive effective training. Neither party waives its rights under 5 U.S.C. 71 regarding
126 IVT.

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129 **Section 8. Technical Mentoring**

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131 **A.** Technical Skills Mentoring is defined as providing appropriate on the job assistance
132 to employees new to particular jobs.

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134 **B.** Mentors should be highly motivated, knowledgeable employees with good
135 interpersonal skills.

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- 137 ~~C. Where no formal technical mentoring agreement exists, management will make~~
138 ~~every reasonable effort to:~~
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- 140 ~~1. Allow interested employees who are qualified to volunteer in the mentoring~~
141 ~~process. Where management believes an employee is not qualified to mentor or~~
142 ~~decides not to utilize the employee in the mentoring process, they will discuss the~~
143 ~~reasons with the employee, if requested.~~
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- 145 ~~2. Accommodate employees with special needs or special equipment by obtaining~~
146 ~~mentors who are familiar with special equipment or accommodations used by~~
147 ~~individuals.~~
148
- 149 ~~3. Consider an employee's request to freely withdraw from mentoring, and if denied~~
150 ~~provide a written explanation.~~
151
- 152 ~~D. C.~~ Management recognizes that mentoring may consume a portion of the mentor's
153 time and consideration will be given to adjusting workloads as deemed necessary.
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- 155 ~~E. D.~~ The mentoring phase of training is a learning period that enables employees to
156 become familiar with their new assignments. Management realizes that there is a
157 learning curve in the mentoring process. The mentoring process should ideally
158 involve three way ongoing communication among the technical mentor, the
159 employee and management.

160

161 **F.E.** Management recognizes the importance of continuity and will make every a
162 reasonable effort to ensure that the mentoring process is completed without
163 interruption.

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165 **G. F.** Trainees who believe they need additional assistance or training at the conclusion
166 of their mentoring period may make a request for management's consideration.

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169 **Section 9. Training Expenses**

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171 When training is approved, the Administration will pay costs of tuition, required
172 textbooks and other expenses as appropriate, and may pay travel costs, subject to
173 travel regulations and fiscal considerations. If travel funds are not authorized and the
174 training would otherwise be approved, the employee will be notified and given the option
175 of attending the training without travel reimbursement. Duty time will be approved for
176 training, when it is scheduled during the employee's basic workweek, ~~unless the training~~
177 ~~is deferred or cancelled.~~