

MOU REGARDING PROFESSIONAL DEVELOPMENT ALLOWANCE

To be implemented immediately upon execution by the parties:

As part of the annual performance review, each employee should present a list of potential training, certification, or educational programs for the following twelve months.

No later than two weeks in advance of a proposed training, certification, or educational program, employees shall provide the following information to their direct supervisor for review:

- a. The name of the event(s)
- b. The date(s) of the event.
- c. The organization hosting the event(s)
- d. The estimated cost of participation and or attendance.
- e. A brief statement regarding how participation and/or attendance will further the mission of RAICES.

Managers will discuss professional development opportunities with employees and, as part of the review process, will approve or disapprove requests.

RAICES and the Union acknowledge that, while advance planning pursuant to the annual performance review process is strongly preferred, there may be occasions when employees learn of professional development opportunities after the performance review process is completed. In such circumstances employees will promptly raise the matter with their supervisors and provide the information listed above. Approval of an employee's request for use of professional development funds shall not be unreasonably withheld.

Every two (2) years, all full-time, non-probationary employees shall have a professional development allowance, which they may choose to use on approved voluntary professional development as follows:

<u>Years of service (non-licensed employee)</u>	<u>2-year Allowance</u>
0-2	\$1,500
more than 2	\$2,500
<u>Years of service (licensed employee)</u>	<u>2-year Allowance</u>
0-2	\$3,000
more than 2	\$4,000

The allowance for each employee runs on a two-year cycle and cannot be carried over.

RAICES shall continue to pay licensing and certification fees the employee is required to maintain relevant to their position.

An employee may use their professional development allowance to cover the cost of other licensing and certification fees.

Eric Geist

For the Union

Jack Merinar

For RAICES