

## **Article XX. Professional Development**

### Section 1. Funding for Professional Development

The University is committed to supporting and encouraging individuals to expand their personal skills, knowledge, and abilities to reach their highest potential and achieve their individual career goals. The employer recognizes that employee professional development is integral to both personal job satisfaction and reward and to the achievement of the University's mission and goals. To support a culture of learning, each hiring unit shall set aside professional development funds.

Professional Development benefits both the employer and the employee. It is encouraged that employees wishing to utilize professional development funds discuss potential opportunities with their supervisors during annual performance evaluation.

Utilization of professional development funds includes, but is not limited to,

- UW POD courses,
- workshops,
- trainings,
- payment of course, workshop or conference fees,
- paid time off ("release time") to attend activities,
- payment of travel expenses,
- purchase of books, materials or subscriptions
- temporary rearrangement of work schedule or hours
- approval of unpaid leave to attend activities or study

Supervisors may access professional development funds on behalf of their employees when there is a professional development opportunity needed to support the work the team is doing or to support an employee's performance improvement. Employees will not be required to take leave to attend events with professional development funds, if such events take place during work days.

Bargaining unit employees who have received outside funding or scholarships for professional development opportunities may request paid release time to attend provided the opportunity aligns with University's mission. The employer will make every effort to allow the employee to participate in the training or conference on paid release time.

### Section 2. Professional Leave with Pay

- A. Eligibility. Employees eligible to apply for a professional leave not earlier than their seventh year of service in their UW positions, or not earlier than in the seventh year after return from a previous UW professional leave with pay. Evaluation of a professional leave with pay request takes into consideration how fulfillment of the plan is anticipated to enhance the value of the individual's service to the university and both the employing unit's and the employee's ability to fulfill the plan as described.
- B. Request Process. Complete the Professional Leave with Pay Application at least six (6) months before the date the requested leave is to begin. The request must be approved by the employee's supervisor, the employing unit's dean or vice president, and by the HR Operations Office that serves the unit. After approval, employees whose leave is managed in Workday will request a LOA Professional Leave in Workday.
- C. Length of Leave. Professional leave with pay may be granted for any period of time up to a maximum of nine (9) months.
- D. Compensation. The University will provide salary support for the period of the leave as follows:
- a. Full salary for a leave not exceeding three (3) months;
  - b. Three-fourths (3/4) salary for a leave greater than three (3) months up to six (6) months;
  - c. Two-thirds (2/3) salary for a leave exceeding six (6) months to nine (9) months.
  - d. If the applicant secures grant support that is designated for salary, the funds can be applied to bring the employee's pay up to full salary during the leave. Any grant funds in excess of those necessary to achieve full salary payment, are used to reduce the University's contribution from other fund sources.
  - e. Except in unusual circumstances, the combined compensation for an individual on professional leave may not exceed the individual's regular salary. If the leave will be spent in a particularly high cost-of-living area, or where the work to be performed requires extraordinary expense, the HR Operations Office serving the unit may approve a combined salary that exceeds the employee's regular salary.
- E. Other Employment. An employee on professional leave with pay may not accept paid employment during the period of the leave except where the purpose of the leave is for professional practice or experience that cannot be obtained otherwise. **Supplemental** employment should not carry with it responsibilities that interfere with the purpose for which the leave is granted. Salary from other employment while on professional leave will be applied in the same manner as grant support.
- F. Agreement to return. In order to be granted professional leave the employee must agree in writing to return to their University position for a period equivalent to the length of the

leave. Pursuant to RCW 28B.10.650, if the employee does not comply with this agreement, the employee is obligated to repay all remuneration received from the UW during the period of the leave.

- G. Report of Leave. Within one (1) month of returning to work at the University, the employee must submit to the appropriate dean or vice president a summary of the activities in which the employee was engaged while on leave. The summary must provide details explaining the leave's value to the University and to the employee's professional development.

### Section 3. Mentorship

Mentorship is a supportive, learning and professional relationship between people who have specific skills and knowledge (mentors) and individuals (mentees) who need or want the same skills and advantages to move up in work, skill level, or performance. The Employer and the Union shall form a joint committee to discuss mentorship needs and opportunities across campus. The committee will meet at least twice per calendar year.