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Please see below.

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## ARTICLE 22

### Training

#### Section 1 – General

The Department and the NCFLL agree that the training and development of employees within the bargaining unit is a matter of importance. The NCFLL and Department further agree that bargaining unit employees should benefit from lifelong training consistent with the policies of the Department of Labor. Consistent with its needs, and in keeping with the principles of equal employment opportunity, Management agrees to develop and maintain forward-looking, effective policies and programs designed to:

- A. Aid employees in improving their performance in their current positions to provide an internal pool of qualified candidates for consideration for anticipated future vacancies in the Department; and
- B. provide general career mobility opportunities within the Department.

The Department and the NCFLL further agree to use the Regional Labor-Management Relations Committee meetings with each Agency as the forum for Union and Management discussions regarding employee technical training needs and programs. General and cross-Agency employee training needs and programs may be discussed, as appropriate, at the meetings.

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## **Section 2 - Official Time and Travel, Labor Relations Training**

- A. During each year of this Agreement, up to 40 hours of official time will be granted upon written request to all certified NCFLL Stewards, as described in Article 6 for steward training. Normally, this training will be held within the DOL Region where the Stewards are located, and in the commuting area in which there is a concentration of Stewards, unless mutually agreed otherwise by the NCFLL and DOL. Travel will be paid for one National NCFLL Official to attend each 40-hour training session.

The Department will pay travel costs related to Steward Training only every other year, beginning with the first year following the effective date of the collective bargaining agreement for the length of the agreement. At the conclusion of the five-year duration of the agreement, the Department will pay every odd year thereafter, unless a new agreement is reached through term negotiations. Costs paid by the Department are provided for stewards, exclusive of regional NCFLL officials.

- B. It is agreed that containment of cost is a mutual concern to both the NCFLL and the DOL and, to the extent possible, the training will be held in cost effective locations.
- C. Agendas for the Stewards' training will be developed and shared with the Department annually prior to the training.
- D. Annually up to 40 hours of official time will be granted upon written request of the President of the NCFLL to the Director, Office of Employee and Labor Management Relations for up to 35 NCFLL designated representatives to attend conferences designed primarily to deal with labor-management issues affecting the NCFLL and the DOL and to train the Union Representatives to be more effective leaders in administering the labor-management relationship for the Union. The Department will pay related travel costs for members of the NCFLL Executive Council.

## **Section 3 – Travel**

NCFLL designated representatives may use the Government travel system at no cost to the Government to attend meetings and conferences which relate to the maintenance of an effective labor-management relationship.

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## **Section 4 - DOL Paid Tuition**

Where an employee pursues courses which meet the criteria under the appropriate organization's Employee Training and Development Plan, the costs of registration, tuition, books, and materials will be borne by the employee's Agency, subject to the availability of funds and prior approval by the necessary authority, subject to 5 U.S.C. 41 and Executive Order 11348. Approval may be made retroactively if the request is submitted prior to the beginning of training.

## **Section 5 - Equipment and Time for Continuing Education**

- A. Bargaining unit employees may use the DOL's computers to enroll and take approved electronic courses, i.e., Learn2 University.
- B. DOL will allow limited duty time to take course work that is in the best interest of the employee and the DOL. Employees may enter into an approved training plan with their supervisor and be granted duty time to pursue lifelong training courses and electronic courses. The plan will specify the number of regular duty time hours an employee can spend on course work. Employees who voluntarily take courses outside of regular duty time hours during their own time will receive no compensation for this time.

## **Section 6 - Ad-Hoc Training Advisory Groups**

As the Department initiates new programs and services, ad-hoc advisory groups may be established to assist the Department in the design and implementation of these initiatives. These ad-hoc working groups will be composed of clerical, supervisory, and Management employees of the Department. In those cases where the work of a group will impact upon bargaining unit employees, representatives of the NCFLL will be given the opportunity to be included on these committees.

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