

CONFIDENTIAL EMPLOYEES ASSOCIATION

TRAINING POLICY

Policy Statement

A CEA training fund has been established to encourage and promote training of its membership in order to achieve a higher level of job performance and increase opportunities for advancement within the job classifications represented by the unit. The fund is managed by the Executive Board of the CEA and may be used for all training purposes not specifically excluded under this policy. The Board will budget and allocate training funds on a quarterly basis.

Permanent/probationary full-time and part-time members of the bargaining unit are eligible to receive training assistance under the CEA training program. An applicant must be a CEA member in good standing for a minimum of six months prior to submitting an application for training assistance. Seasonal employees may receive assistance only for training received during the member's active work period. Non-permanent members of the bargaining unit are not eligible to receive assistance under this program.

The Executive Board of the CEA may also agree to participate in the cost of providing group training to members of the bargaining unit in specialized subject area(s) that are applicable to work performed by a majority of the positions represented by the confidential bargaining unit.

When training funds are not sufficient to fund reimbursement for all requests received by the CEA, the Executive Board may act to approve applications on a first come first serve basis until the funds are exhausted, or the board may act to temporarily suspend the program and determine how to process the training applications that had been received prior to the suspension. The Executive Board may act to make appropriate adjustments to the existing training policy and to determine a reimbursement level that best serves the needs of the both the association and its membership.

Program Reimbursement Level

CEA will reimburse members for one-half of the actual training costs or up to a maximum of \$150 in a twelve month period, whichever is less. Reimbursement for professional certification will not exceed \$300 in lifetime costs for any one bargaining unit member. Application for reimbursement must be consistent with all provisions under this policy and procedure.

Training Categories

This program will reimburse individual or group training that falls in one of the following three categories:

A. Career Enhancement

Training that provides knowledge or skills not necessarily required in a member's current job but will assist the member to increase their potential for advancement within the bargaining unit.

B. Job-Related

Training that provides knowledge or skills necessary for a member to perform their current job.

C. Professional Certification

Testing required to attain professional HR related certifications.

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As a matter of policy, CEA will not pay for members to receive a college degree. Classes that are prerequisites to a degree program, but which do not clearly fall within training categories A or B above, are not eligible for reimbursement under this program.

For training in categories A and B above, reimbursement will cover only the actual cost of the college or training course. Reimbursement will not be made for books, school supplies, lab fees, parking or student activity fees, late fees, transfer fees, transportation, meals, lodging or any other incidental fees or expenses. For training in category C above, reimbursement will cover study guides, books, and test cost. No other fees or expenses will be reimbursed.

Training Application Form (Exhibit A)

Requests for training reimbursement must be submitted to the CEA on the required application form. The form must be completed before the Executive Board accepts it for review. The member's current supervisor must complete and sign a designated area of the application form in order for the application to be accepted.

When the CEA has agreed to participate in group training, a written agreement or acknowledgment between the association and the other participating state agency, agencies, or entities is required. At minimum, the agreement shall stipulate the nature of the group training, the participating level of funding agreed to by the association, and the expiration date of the funding obligation.

Payments and Reimbursements:

The Executive Board will act upon all requests for reimbursement within thirty calendar days of CEA receiving a fully complete and acceptable training application form. If approved, the reimbursement check will be mailed to the member within ten working days of the Executive Board's approval action. In the event a member's application for reimbursement is denied, the member will be notified of the reasons in writing within five working days of the denial action by the Executive Board.

In order to be accepted, all applications must be received within ninety calendar days of completing the course or training offering. Proof of satisfactory attendance and completion of the course (e.g., certified grade report, certificate of completion, or letter of acknowledgement) is required. An official, paid itemized tuition receipt (as normally issued by a college or university) will be required for college or adult education courses. A cancelled check, cash or credit card receipt is required for seminars and training courses which are taken from a State of Alaska agency training provider or from an outside training provider or agent. A cash receipt or cancelled check must be accompanied by the course description and all course cost information, itemized if applicable.

The Executive Board may approve a member's training application prior to commencement of the course or training offering. However, the actual reimbursement will not occur until all prerequisites under this policy have been met, including proof of satisfactory (passing) completion, and the employer's acknowledgement that all contractual training obligations have been met. Regardless of the reason, failure to complete preauthorized training will forfeit the member's right to be reimbursed.

The Executive Board will not authorize reimbursement for a member to repeat a course or training offering that was previously reimbursed by the CEA under this training program.

Other Stipulations

A bargaining unit member who is dissatisfied with the Board's decision under this procedure may petition the Board in writing for a review. The member must present the reason(s) the member feels the

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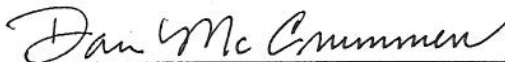
Executive Board decision should be modified or reversed. To be considered, petitions for review must be made within ten working days of receiving the Executive Board's decision. The Executive Board will render a written decision on the petition within ten working days of receiving the petition.

The Executive Board's decision to reimburse or deny a bargaining unit member under this program is final. Board approval of any and all reimbursement requests will be consistent with the standards and guidelines hereunder. Where the standards and guidelines of this policy are unclear for the Executive Board to act on, the Executive Board will determine an appropriate action and record the rationale to support the board's determination. The same rationale will be applied to guide the Executive Board in similar or like situations.

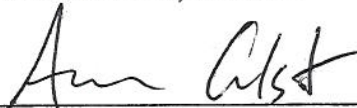
The Executive Board may not approve a bargaining unit member's application for training reimbursement unless it is fully satisfied that the member's employer has fulfilled the employer's member training obligation under Article 19 of the bargaining unit contract. The member or the employer may be asked to submit proof that such obligation has been fully satisfied. The Executive Board may determine if the employer's Article 19 obligation must be met and certified before entering an agreement with the State of Alaska to participate in the cost of providing group training to bargaining unit members.

Any exception, change, or addition to the terms and conditions of the CEA Training Program will be made by a quorum vote of the CEA Executive Board. Such action will be recorded and applied to guide the Executive Board in similar or like situations.

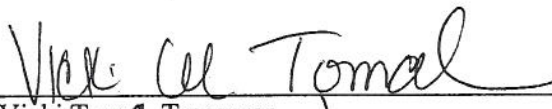
Adopted this 4th day of April, 2006



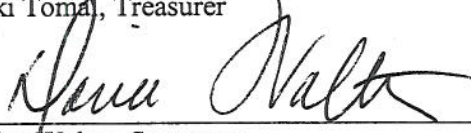
Dan McCrummen, President



Aaron Gelston, Vice President



Vicki Tomal, Treasurer



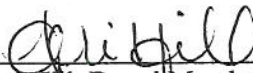
Darice Walter, Secretary



Mary Kay Palmateer, Board Member



Rob Weber, Board Member



Teri Hill, Board Member