## ARTICLE 24
## TRAINING

Section 1: Training Need.

Although it is expected that personnel are basically qualified to perform their duties as a prerequisite to employment, the parties recognize the possible need for additional training, and development for a competent workforce and organizational effectiveness.

Section 2: Training Program

a. Based on organization priorities and budget availability, IHSHQE is responsible for establishing training programs in the most appropriate and cost-effective methodologies which include, but are not limited to classroom training, rotational assignments, mentoring, coaching, on-the-job developmental assignments, etc. The programs will be developed to meet organization and workforce development needs.

b. Each EMPLOYEE is ultimately responsible for their own career development and will be strongly encouraged to pursue all possible avenues (traditional and non-traditional approaches) necessary within their means to contribute to their own development. These approaches could assist but will not guarantee merit promotion from within IHSHQE.

Section 3: On-the-Job Training.

The parties recognize that when an EMPLOYEE is assigned the responsibility of training a new EMPLOYEE, this task becomes part of the EMPLOYEE'S assigned duties. IHSHQE will take into consideration the time used for such a purpose when evaluating the EMPLOYEE'S performance or prior to making any decision regarding the EMPLOYEE'S performance in accordance with existing laws, regulations, and policies.

Section 4: Training Documentation.

The Government Employees training Act (GETA) as amended, and 5 CFR 410 requires Agencies to maintain training records within EMPLOYEE's Official Personnel Folders (OPF) in accordance with regulations governing the content of OPF's. All IHS approved training accomplishments will be placed in the OPF only when an EMPLOYEE completes the training program and the evaluation form, and in the case of a college or university course, when they receive a grade of "C" or better (an original grade report must be submitted). It is the responsibility of each EMPLOYEE to ensure that their training records are complete. UNION agrees to encourage EMPLOYEES to assure that their training records are

accurately recorded.

Section 5: Scheduling

Headquarters East training courses, seminars, conferences, and meetings, within the control of IHSHQE, will normally be scheduled during work hours to allow the EMPLOYEES the opportunity to gain information, education, and training.

Section 6: Approval of Training and Expenses.

On the basis of funds availability, work scheduling, need, and organizational benefit, IHSHQE will consider all requests for training that are specific to an EMPLOYEE"S position or the mission of the IHS. All requests for training must state the need for such training and specify how training will help the organization. All training requests will be submitted to the Servicing Personnel Office within 30 calendar days before the start of the training event.

All relevant laws, regulations policies apply when approving the expenses associated with training.

Section 7: Joint Labor-Management Training.

Management will consider requests for and make reasonable efforts to implement Joint labor-management training during the life of this Agreement.

Section 8: Specialized Training and Certification

a. Employees will be allowed to attend training during duty time which is required for certification or licensure for their position of record, provided that it is approved in advance in accordance with Section 6 of this article.

b. If the training can not be accomplished during duty time, appropriate arrangements will be made, such as compensatory time or work schedule adjustments.