

ARTICLE XX

Training

Section XX.1:

The University shall provide all training necessary for GEs to fulfill their work duties. During departmental orientation for new GEs, a minimum of one (1) hour will be dedicated to preparing GEs for their new roles. This includes a briefing on the day-to-day responsibilities for GE roles with time for a discussion or questions, and can be done in individual or group settings, as appropriate for the role. If a GE is unable to attend a departmental orientation, this training will be provided at a mutually agreed upon time no later than seven (7) days after the start of their appointment.

Section XX.2:

All academic departments, units, and programs that employ TAs will hold required teaching training for all department TAs during their first semester of TA duties at UNH. This involves weekly sessions run by the department, during which they shall discuss teaching and learning strategies with TAs. This can be offered as a one-semester, zero-credit course.

Section XX.3:

All departments providing teaching training shall provide support plans to the Graduate School and the Union and make them available online for GEs. Supplemental materials created for GE support or training shall also be kept available to the GE.

Section XX.4:

To support TAs, supervisors shall meet weekly with TAs to discuss expectations and matters directly related to the course to which the TA is assigned.

Section XX.5:

Each building or workspace containing laboratory space will provide a standardized laboratory operating procedure and/or training protocol that includes but is not limited to the following;

1. Denotes important building landmarks including but not limited to locations of:
 - a. Safety/building managers and important personnel contact information;
 - b. Hazardous and non-hazardous waste material pick-up and drop-off;
 - c. Package delivery and department mail stations;
 - d. Emergency showers, first aid kits, emergency response manual, and power shut-off/light shields;
2. Denotes core facility and laboratory space management, including but not limited to:

- a. Use, care, and general etiquette of shared, core vs private, lab-owned equipment;
- b. How to request training for equipment and safety (i.e. basic, biosafety, bloodborne pathogen, or other training, including those referenced in *Article XX, Health & Safety*);
- c. Protocol for reporting accidents and equipment malfunctions;
- d. How to maintain a safe and clean work environment;
- e. Appropriate laboratory notebook, if applicable, and sample documentation protocols;
- f. General laboratory courtesies and standard operating procedures

The GE will receive training specific to the laboratory or work environment in which the work is being conducted.

Section XX.6:

All GEs, prior to commencing work, shall complete anti-bias, anti-racism, sexual harassment and discrimination trainings and training related to Mandatory Reporter responsibilities. The Union shall provide materials for the training within 60 days of ratification of the contract.

Section XX.7:

The University will notify GEs of training and/or orientations that are required as a part of their appointment. Attendance at a required training and/or orientation shall be considered part of a GE's workload and work-related responsibilities.

Section XX.8:

The Union Management Committee may make recommendations to the University to address insufficient or overlapping training concerns brought to its attention by GEs.