Policy & Procedure Review

Policy & Procedure Number:
CWUP (Policy) CWUP 2-30-260 Training and Development
CWUR (Procedure) CWUR 1-70-170 Training and Development

New Revision

Title: Training and Development

Summary:
1. Language that duplicates WACs has been eliminated.
2. On-line options for mandatory training has been added to reflect the university’s subscription to the SkillSoft training platform.
3. Roles and responsibilities for various entities (Cabinet, Appointing Authorities, supervisors, and HR) are clarified.
Introduction

(A) This policy applies to all staff, which includes non-represented classified and exempt employees, and faculty, when applicable. To the extent that this policy addresses terms not covered under collective bargaining agreements for represented employees, the terms of this policy shall prevail.

(B) This policy references Chapter 357-34 of the Washington Administrative Code (WAC) - Employee Training and Development for classified staff and is to be used in conjunction with the WAC, Fair Labor Standards Act (FLSA) and university procedures.

(C) Central Washington University (CWU) recognizes the benefit of providing assistance and support to increase the effectiveness of their performance in their present positions, as well as to encourage employees to obtain skills, knowledge, and abilities that may improve their opportunities for career advancement with the university. Professional development and continuous learning assist employees in their abilities to contribute effectively to the mission and quality of its workforce is linked to its success. This policy affirms the university’s encouragement and support for employee learning. Training and Development enables employees to broaden their skills and knowledge, enhance their job effectiveness, increase their opportunities for career advancement, and contribute more effectively to the mission and strategic goals of the university.

Training and Development Plan – A training and development plan will be developed and updated by the chief human resources officer/designee. The plan will be based on an assessment of the university’s training and development needs and it will state the university’s policies and objectives for employee training and development. WAC 357-34-030.

All CWU employees are eligible to participate in training programs. Definitions

(A) Training: Building skills and knowledge required for current position.

(B) Development: Learning for growth and future possibilities, rather than related to a specific job.

(C) Learning: The outcome of training and development. The success of training and development is measured by the learning that takes place.

(D) Training and Development Activities: For purposes of this policy, training and development activities are planned activities that provide for and contribute to the personal and professional growth of CWU employees. Employees undertake these activities to maintain and enhance their skills, job competencies, and/or careers. Training and development activities include, but are not limited to, workshops, seminars, eLearning, conferences, sabbatical leave policy for faculty, tuition waivers for formal coursework, lectures, and off-campus attendance at professional meetings.

(E) Central Learning Academy (CLA): CLA is the training and development function within Human Resources. The CLA team contributes to onboarding, engagement, and retention.

Work Status While Allocating Time for Training and Development

The goal is for most training and development activities to be available during normal work hours of employees. When participation requires attendance during the employee’s normal work schedule, including on campus, off-campus, or online training and development, prior supervisory approval is required.

Human Resources supports the philosophy that dedicating approximately 10% of an employee’s time to training and development is a crucial part of maintaining a healthy workforce and attracting new talent.
(A) Required training: Staff Employees shall remain in pay status according to university procedures, civil service rules, collective bargaining agreements and FLSA guidelines, when assigned or scheduled by supervisors to attend training. WAC 357-34-020.

(B) Non-required training: WAC 357-34-045. The university recognizes that employees are committed to their professional development, and as such, provides employees the ability to flex their schedule and adjust their workweek to accommodate personal and professional development and training that is not required by their supervisors. To the extent that this does not accommodate absences for non-required training or development, employees will be required to request leave (accrued compensatory time, accrued vacation leave, and, finally, leave without pay) subject to supervisory approval. Supervisors have the authority to grant release time when non-required training is mutually beneficial to the employee and the university.

(45) Educational Leave – A permanent employee may be granted a leave of absence without pay for up to six (6) months for educational leave in accordance with university leave procedures.

(56) Supervisory Training

(A) Employees, including faculty members, appointed to supervisor or management positions must successfully complete entry-level supervisory or managerial training within six (6) months of the date of appointment to a supervisor or manager position, and/or university’s training and development plan. The training and development plan will address training that is mandated by state law.

(B) For an employee to satisfy the entry-level supervisory or managerial training required by WAC 357-34-055, all of the following requirements must be met in WAC 357-34-060:

1. The training program must include at least twenty-four (24) hours of instruction.
2. The training must have occurred in the last five years.
3. The program must be sponsored by a state agency, post-secondary educational institution, vocational school, or professional organizations.

(C) At a minimum, the entry-level supervisory or managerial training required by WAC 357-34-055 and WAC 357-34-065 must include all of the following topics:

1. The role and legal responsibilities of a supervisor/manager
2. Performance management, including employee performance evaluation, development, counseling or coaching, and discipline
3. Compensation practices
4. Recruitment and selection processes and practices
5. Labor relations practices and processes

(D) The university may waive the requirement for entry-level supervisory or managerial training in cases where (1) the employee has at least one year of experience in a supervisory or management position and has demonstrated experience and competence as a substitute for training; or (2) the employee can demonstrate that before this appointment the employee completed training that satisfies the requirements of WAC 357-34-060 and WAC 357-34-065.

(6) Tuition Reimbursement – Eligible employees may receive tuition reimbursement in accordance with CWUP 2-30-050 Education Benefits for CWU Staff.

(78) Assignments for Career Development

(A) Work assignments for career development purposes may be made in accordance with WAC 357-34-050 and must be approved by human resources.
(B) The employee and the employer shall mutually agree in writing, including time limits, to assignments identified.

(89) Mandatory Training – The following training is required for all employees to attend:

(A) New Employee Orientation Welcome (all civil service and exempt employees) – normally within 30 days of initial employment

(B) Supervisory Enrichment Program Training – normally within 6 months of moving into a supervisory or management position

(C) Emergency Preparedness – at least biannually

(D) Appropriate Workplace Behavior, including Preventing Sexual Harassment and Preventing Employment Discrimination – once every three years.

CWUR 1-70-170 Training and Development Procedures

[UPAC: 06/06/2012; PAC: 03/16/05; PAC: 06/08; Responsibility: Operations Division / Human Resources; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 04/17/2013; Approved by: James L. Gaudino, President]