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.
CWUR 1-70-170 Training and Development

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

(1) Administrative Responsibility

(A) The President’s Cabinet shall:
1. Render decisions on matters for which authority has not been otherwise delegated.
2. Set the institutional tone for the university by fostering a culture where learning expands beyond the student body to encompass faculty and staff.

(B) President, vice presidents and division and department heads shall:
1. Ensure that managers and supervisors attend mandatory training within established timeframes.
2. Ensure that employees complete training required by state and/or federal law.
3. Consult with human resources regarding this policy, the training and development plan, and university procedures.

(C) Supervisors shall:
1. Discuss with each employee, at least annually through the performance management process, job or career-specific training and development needs and opportunities.
2. Assess employee training and development needs and work with each employee to develop a realistic plan.
3. Operate in compliance with the university’s training and development plan.
4. Attend mandated supervisor training within six (6) months of the date of appointment to a supervisory position.
5. Ensure that employees complete training required by state and/or federal law.

(D) Employees shall:
1. Participate in assigned training and development activities.
2. Notify their supervisors, for their consideration, of any training opportunities that appear relevant to the employee’s job or career and are likely to enhance the employee’s knowledge, skills, or abilities.
3. Complete training required by state and/or federal law.

(E) Human Resources shall:
1. Develop and recommend the training and development policy and procedures.
2. Administer these procedures in accordance with the WAC and the training and development plan with Washington State and university policies.
3. Designate a training-learning administrator who is responsible for employee training and development.
4. Develop the university training and development plan and related procedures.
5. Provide interpretation and consultation to managers and supervisors regarding this policy/procedure and the training and development plan. the Washington State and university policy on training and development.

(F) Central Learning Academy (CLA) shall:
1. Provide leadership and coordination for training and development activities and initiatives.
2. Encourage and actively communicate best practices to supervisors and managers.
3. Design, coordinate, and implement learning programs to assist the university in accomplishing its mission.
4. Provide assistance and guidance in the development of succession plans and mentoring programs.

(2) Mandatory Training

The expectation of the mandatory training outlined in CWUP 2-30-260 will be met as follows:

(A) New Employee Orientation (NEW):
This expectation is met by attending NEW. It is recommended that the first New Employee Orientation session held following the employee’s attend on their first day of employment. Therefore, these sessions are scheduled to coincide with start dates and fall on the 1st and 16th of each month or the first business day following.

(B) normally scheduled the first Thursday of each month.

Supervisory Enrichment Program:
This expectation is met by completing Supervisor Skills training (16 hours) as well as eight additional hours to be selected from various management resources based on individual learning needs.

(C) all classes included in the Supervisor Enrichment Program. “Employees appointed to a permanent supervisory or management position must be enrolled in the required training within six months of the date of their appointment, or if a program is not available, as soon as possible after it becomes available” (WAC 357-34-070). The training program must include at least twenty-four hours of instruction (WAC 357-34-060).

Emergency Preparedness:
This expectation is met by participating in instructor-led Emergency Preparedness Planning and Response to a Hostile Intruder workshop at least every other year. This workshop may also be met by an online course or courses, as deemed acceptable by the Director of Police Services.

(D) Appropriate Workplace Behavior:
This expectation is met by completing both Preventing Sexual Harassment and Preventing Employment Discrimination once one of the following two options every three (3) years.
1. Attend Treating People with Dignity and Respect instructor-led workshop;
OR
2. Complete three (3) online courses: Diversity for All Employees, What is Title IX?, and Sexual Harassment—What Employees Need to Know.

These classes are offered as part of the classroom course schedule and through online access.

[03/16/2005; 07/01/2005; 09/01/2009; 03/30/2012; Responsibility: President’s Operations Division; Resources: President’s Operations Division; Resources: Division/Human Resources; Authority: WAC 357-34 and FLSA; CWUP 2-30-260; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 06/06/2012; Approved by: James L. Gaudino, President]