

2-2.75

TRAINING AND DEVELOPMENT

(1) 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, FLSA and university procedures.

(C) Central Washington University 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 goals of the university.

(2) Training and Development Plan – A training and development plan will be developed and updated by the training administrator in the human resources department. 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](#)

(3) All CWU employees are eligible to participate in training programs.

(4) Work Status While in Training

(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.

(5) 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.

(6) 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 unless granted an exception in accordance with the WAC 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 [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 at some point prior to the present appointment 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](#).

(7) Tuition Reimbursement – Eligible employees may receive tuition reimbursement in accordance with [Policy 2-2.15](#), Education Benefits for CWU staff.

(8) 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 university may make the following planned training assignments for employee career development without incurring reallocation or compensation obligations:

1. Performance of responsibilities outside the current job class on a time-limited basis.
2. Intra-agency or interagency rotational or special project assignments.

(C) The employee and the employer shall mutually agree in writing, including time limits, to assignments identified.

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

1. New Employee Orientation (all civil service and exempt employees) – normally within 30 days of initial employment
2. Supervisory Enrichment Program – normally within 6 months of moving into a supervisory or management position
3. Emergency Preparedness – at least biannually
4. Appropriate Workplace Behavior – annually

(Training and Development Procedure) <http://www.cwu.edu/~hr/procedure/trainingdev.pdf>

[PAC: 03/16/05; PAC: 06/08]