Training and Development

Employees – Human Resources

CWU Policy 301-23

Effective: ~~May 26, 2023~~

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Central Washington University supports employee training and professional development to enhance job performance, ensure compliance with legal and regulatory requirements, and promote continuous learning. This policy establishes expectations for required and optional training and outlines the university's approach to employee development.

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Applicability:

This policy applies to all Central Washington University staff employees and to faculty where applicable. Supervisors and managers are responsible for ensuring completion of required training.

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Content:

Policy
Appendix A – Training and Development Procedure

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(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. 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.~~

(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. 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.

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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. ~~(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**

~~D.~~2. ~~(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

A. Eligible employees may receive tuition reimbursement in accordance with CWU 301-02 Education Benefits of 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

A. The following training is required for all employees to attend:

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

2. Supervisor Training – normally within 6 months of moving into a supervisory or management position.

3. Emergency Preparedness – at least once every two years.

4. Sexual Harassment Awareness and Prevention ~~Treating People with Dignity and Respect~~ – at least once every two~~three~~ years.

5. Ethics in Public Service – once every three years, and/or as defined in CWU 701-08 Ethical Conduct Standards.

6. Understanding FERPA and ~~Required~~ Reporting – required every year for those who have access to student records.

~~6.~~7. Cybersecurity Awareness – required every year and as deemed necessary by the Office of Information Security (OIS) leadership to respond to emerging cybersecurity threats.

~~B. During the COVID-19 pandemic, additional courses are required to mitigate the spread of the virus. The most up-to-date information about these requirements will always be available on the HR website.~~

History:

UPAC: 04/17/2013; *UPAC: 06/06/2012; UPAC: 03/16/05; 06/03/2015; UPAC: 06/08; Responsibility: F&A; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date 09/24/2020; 05/26/2023; Approved by: A. James Wohlpart, President*
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-260, June 2025
Attached Procedure CWUR 3-40-170 as Appendix A, June 2025

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Appendix A - Training and Development

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

(2) Administrative responsibility

A. President's Executive Leadership Team (ELT)

1. Set the institutional tone for the university by fostering a culture where learning expands beyond the student body to encompass faculty and staff.

2. Support resources needed for a training and development program.

B. President, vice presidents and division and department heads

1. Ensure managers and supervisors attend mandatory training within established timeframes.

2. Ensure employees complete training required by state and/or federal law.

C. Supervisors

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 employees complete training required by state and/or federal law.

D. Employees

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

1. Develop and recommend the training and development policy and procedures.

2. Administer these procedures in accordance with Washington State and university policies.

3. Designate a 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 the Washington State and university policy on training and development.

F. Central Learning Academy (CLA)

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.

(3) Mandatory training

A. The ~~expectation~~expectations of the mandatory training outlined in CWU 301-23 will be met as follows:

1. New employee orientation

a. This expectation is met by attending New Employee Welcome (NEW). It is recommended that employees attend on their first day of employment. Therefore, sessions are scheduled to coincide with start dates and fall on the 1st and 16th of each month or the first business day following.

2. Supervisor training

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a. This expectation is met by completing the Supervisor Quick Start course and the Supervising at CWU~~Emotional Intelligence for Supervisors~~ workshop.

3. Emergency preparedness

a. This expectation is met by participating in instructor-led emergency preparedness workshop or online course once every two (2) years~~at least every other year~~.

4. ~~Treating people with dignity and respect~~Sexual Harassment Awareness and Prevention

a. This expectation is met by participating in an instructor-led sexual harassment and prevention workshop or online course once every two (2) years.~~completing one of the following every three (3) years:~~

b. ~~Preventing Harassment and Discrimination Treating People with Dignity and Respect for Employees online course or Treating People with Dignity and Respect for Supervisors online course. This requirement may also be completed as an instructor-led workshop for intact teams by request through Human Resources.~~

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