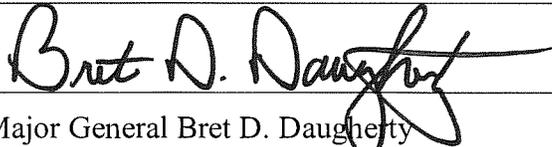




Department Policy No. HR-215-04

Title:	Human Resource Development Plan – Training Requirements-Training Requests- Tuition Reimbursement/Assistance
Former Number:	03-503-04, 03-502-05, 03-503-04
Authorizing Source:	Washington Administrative Code (WAC) 357-34-030, Human Resource Development. Washington Administrative Code (WAC) 357-31 Holidays and Leave Human Resource Procedure - Leave (#HR- 218a-10) RCW 39.29.120 SAAM Manual Chapter 15
Information Contact:	Human Resources Director Building #33 (253) 512-7941
Effective Date:	June 8, 2004
Mandatory Review Date:	November 15, 2016
Revised:	November 15, 2012
Approved By:	 Major General Bret D. Daugherty The Adjutant General Washington Military Department Director

Purpose

The Washington Military Department (WMD) recognizes that employee development contributes to organizational productivity and effectiveness. This policy establishes guidelines and procedures regarding the WMD's Human Resources Development (HRD) Plan. It identifies required training specified by Washington Administrative Code (WAC), Revised Code of Washington (RCW), Governor's Executive Order (GEO), or Collective Bargaining Master Agreement (CBMA) for all or specific groups of employees. It serves as a guideline to be used in conjunction with the electronic approval system for Training, allowing a robust system of tracking employee participation in training type events, classes, seminars, conferences, or formal education forums.

Applicability

This policy is applicable to all state employees and federal supervisors of state employees within the WMD. It does not apply to guardsmen on state active duty or to federal personnel that do not directly supervise state employees, to include Active Guard Reserve (AGRs) members, traditional guardsmen in a federal military status, or military technicians.

Policy

This policy sets forth the guidance and requirements for all mandatory training for Washington State Military Department staff. Supervisors are responsible to ensure the timely completion and continued update requirements to all mandatory training. The WMD supports a strong and effective human resource development program. This program addresses the progression and development of our most valuable resource, our employees. The WMD encourages, supports, and promotes developmental activities for employees to the fullest extent possible subject to funding availability.

- A. Managers and employees share the responsibility for employee development.
 - 1. Managers are responsible for ensuring the following are scheduled as appropriate:
 - a. Orientation for new employees;
 - b. State and agency designated required and job-related training; and
 - 2. Employees are responsible for:
 - a. Participating in agency designated required and job-related training;
 - b. Maintaining required professional certifications, licensures and other designations; and
 - c. Personal career planning.
 - 3. Human Resources is responsible for:
 - a. Tracking and reporting on Division and Individual Compliance to required and job-related training.
 - b. Assisting managers with recommendations for skill or competency specific resources as needed for employee training.
 - c. Ensuring that required training requirements are communicated to division leadership prior to approval of extracurricular training.
 - d. Assistance with career planning.

- B. HRD Plan Policy
 - 1. This policy will identify courses which are required by either the State or Agency as well as those which are recommended job-related training for all employees or specific groups of employees. The HRD plan policy is subject to change based on

the WMD needs. Agency ability to approve training requests mandated by this policy or otherwise requested is subject to availability of funding at the time of request.

C. Training

1. CORE TRAINING. All employees are expected to complete certain core training courses. Core training is the minimum, essential, cost effective training required to enable employees to be productive members of WMD. The list of core training will be approved by The Adjutant General.
2. DIVISION TRAINING. All employees, dependent upon their job classification are required to maintain certain job specific training requirements. Each division's training requirement listing is to be adjusted and submitted to HRO every four years in conjunction with the update of this policy.
3. SUBSTITUTION OF CURRICULUM: Many employees come to the Military Department from private industry; many military department federal supervisors have received appropriate training in their military positions. Requests to substitute training curriculum will be considered upon written request to the Human Resources Director. Requestor should submit the request to substitute accompanied with a complete description and documentation of the course taken which is to be considered for substitution.

D. Tuition Assistance Requests

The WMD recognizes that continuing education, benefits both employees and the WMD. Tuition Assistance requests will be processed in accordance with the following procedure:

1. Eligible department employees may request tuition reimbursement to assist in continuing their education. This provides for reimbursement of qualifying tuition/fees upon the successful completion of approved education programs or courses.
 - a. Eligible employees are full time employees who have maintained an acceptable record of performance.
 - b. The following Course Qualification Criteria must be met to qualify for tuition reimbursement.
 - i. Must be conducted by an accredited educational institution, vocational school or professional training organization;
 - ii. Have an objective of furthering the employee's career development and or enhancing their skills, knowledge, attitude, or behavior; and
 - iii. Be directly related to the job function the employee performs for state government.
 - c. The employee may not have previously received tuition assistance for the same courses.

- d. The combined amount of federal or state assistance reimbursement may not exceed the tuition/registration fee.
 2. The Approval Process must be completed through the online training process outlined in Step J below prior to the start of the course and must include:
 - a. Supervisory recommendation to Division Director for approval.
 - b. Validation review by the Human Resources Office as a qualified course/educational institution under the guidelines of this policy.
 3. Employees are responsible for registering and paying the educational institution or organization for the course(s) after receiving approval. Requests for reimbursement shall be processed as outlined by submitting within 30 days of completion of the approved course the following to the Division Director for their approval or disapproval of the payment for reimbursement:
 - a. Copy of the Approved Request
 - b. A receipt or other evidence that the tuition/Registration fee was paid
 - c. Written evidence of satisfactory completion (A "C" grade or better for academic coursework
 - d. Completed A-19 Invoice Voucher
 4. The Division Director will forward appropriate completed documentation to the Finance Division for payment; will return disapproved or incomplete information to the employee with an explanation and/or a request for additional information.
 5. The Finance Division will process the request. The Employee will receive payment for the approved amount less the required federal income taxes.
- E. Educational Leave
 1. In accordance with WAC 357-31-330 educational leave without pay may be granted for up to 24 continuous months for eligible employees to attend an accredited educational institution.
 2. Eligible employees may request educational leave in accordance with Administrative Leave Procedure HR-218a-10.
 3. The following criteria will be considered when reviewing requests for educational leave.
 - a. Correlation between the courses of study and the employees' career in the WMD.
 - b. Length of service with the WMD.
 - c. Length of service with the State.
 - d. Staffing requirements and operational need.
- F. Developmental Job Assignments

1. The following training assignments may be permitted on a voluntary basis for employee development, without the WMD incurring reallocation or compensation obligations:
 - a. Performance of higher level responsibilities on a time-limited basis not to exceed 6 months.
 - b. Rotation or special project job assignments.
 - c. Transfer or reassignments to different duties and responsibilities within the job classification.

Such training assignments must be approved in advance by the employee's Division Director.

2. Developmental assignments must be documented in detail and approved by the Human Resources Office Classification and Compensation Specialist prior to the desired start date.

G. Professional Membership Dues and Licenses

1. Professional associated membership dues or professional license fees can be paid when they are required by the WMD, state law or state job specification as a prerequisite for employment.
2. When professional membership dues or license fees are not a job requirement, they may be paid by the WMD, but only when the benefits of the membership outweigh the costs. The benefits must be documented and submitted with the payment request.

H. Training during Work Hours

1. Employees may request and participate in approved training and development activity during working hours. The WMD may require employees to attend training during working hours. Such attendance shall be considered time worked and shall be compensated in accordance with the WAC or applicable Collective Bargaining Agreement.
2. Attendance at training, conferences, or seminars, or participation in other educational events not required and not designated as mandatory by the WMD, taken while on approved leave or outside of working hours, shall be voluntary and not considered time worked.
3. Overtime eligible employees must complete all training during paid working hours.

I. Division Training Funds.

When there are more requests for training than there are training funds available within a division, the funds will be approved in the following order:

1. Core or Division required mandatory training
2. Training directly related to knowledge, skills, and abilities necessary for the

employee's current job. These would include courses to attain or maintain professional designations. This includes courses identified in this policy as mandatory at either the agency or division level.

3. Training which will enable employees to gain knowledge, skills, and abilities for advancement in their current job series.
4. Training which will enable employees to prepare for a different job class or series.
5. Other training requested by the employee.

J. Requests for Training, Conferences, Tuition Assistance

1. All requests for attendance at training events to include conferences and seminars; shall be approved at the Division Director Level; all Department of Enterprise Services training; or requests for Tuition Assistance shall go through the Human Resources Office; until such time as the Learning Management System is Operational within the WMD. (LMS will require an update to process upon implementation).
2. All training requests shall be submitted in advance of the training date and must be approved prior to attendance.
3. An employee whose request is disapproved may ask for a review by the Division Director or designee within 15 days of notification. The Division Director or designee's decision will be final and shall be made in accordance with this policy.

Position/Classification	Training Required	Frequency/Timing	Comments
A. WMD Core Training – All Employees			
▶ Agency Required Training – All Employees			
ALL Employees (General Service Classified, WMS, Exempt, Project, whether Permanent or Non-Permanent status; full or part time)	Ethics in State Government	Within first six months of state employment – Refresher Training Every 5 years	Department of Enterprise Services (DES)- Online, AAG Office, or Instructor Led 01-14-EPP2 Free Refresher Training - on line State Ethics Board

Position/Classification	Training Required	Frequency/Timing	Comments
	Sexual Harassment Awareness and Prevention	Within first six months of employment – Refresher Training Every 5 years	DES Provided Course 01-14-ER03 or Online ELN-DOP
	Understanding the Diverse Workforce	Within first 12 months of employment - Once	DES Provided Course 01-14-EP50
	New Hire Orientation	Within first six weeks of employment – Once	Agency Provided Course MILHR-001
	New Hire Safety Orientation	Within first six weeks of employment – Once	HAZCOM, Ergonomics, General Safety Program, Fire Extinguisher, Emergency Evacuation
All Employees who Drive State Vehicles	Safe Driving	Within first six weeks of employment or when involved in an at-fault state vehicle accident	VIDEO
All Employees who Execute, Administer or Manage Personal Services Contracts	Introduction to Personal Services Contracts	Once	OFM
B. WMD Core Training – All Supervisors			
▶ Agency Required Training: All Supervisors/Managers			
ALL Supervisors	Supervision Essentials Phase 1	Within first six months of supervisory appointment - Once	DES Provided Course 01-09-M401
	Supervision Essentials Phase 2	Within first 12 months of supervisory appointment – Once upon completion of SE 1	DES Provided Course 01-09-M402

Position/Classification	Training Required	Frequency/Timing	Comments
	Preventing and Managing Workplace Violence	NEW to state employment – within first six months of appointment otherwise 12 months - Once	DES Provided Course 01-09-M559
	Sexual Harassment Awareness and Prevention	NEW to state employment – within first six months of appointment otherwise 12 months - Once	DES Provided Course 01-14-ER03
	Conducting Effective Investigations Understanding Just Cause	Within first twelve months of appointment- Once	DES Provided Course 01-09-M561
	Diversity Management	Within first twelve months of appointment - Once	DES Provided Course 01-09-M563
	Ethics in Leadership and Decision Making	Within first twelve months of appointment – Every 5 years	DES Provided Course 01-09-M564
	Performance Developments Plans – Setting Expectations and Providing Evaluations	Once	Agency Provided Course MILHR-002
ALL Supervisors	Labor Relations Contract Orientation	With each new Contract	Agency Provided Course MILHR-003
	REFRESHER; Sexual Harassment, Workplace Violence, Discrimination for Managers and Supervisors	Every 5 years – Must have completed External Provided Course as prerequisite	Agency Provided Course MILHR – 004

Position/Classification	Training Required	Frequency/Timing	Comments
	First Aid, AED and CPR	Certified	ALL Trades Supervisors; at least one Supervisor per Division, job location or worksite
C. Agency Required Training By Division			
▶ Division: Human Resources			
Human Resource Consultants 3 and 4 HR Director	ALL CORE Training Required of Supervisors	Once	Enhances staff ability to consult with Management
Human Resource Consultant 3 and 4 HR Director	Conducting Effective Investigations Understanding Just Cause	Once	DES Provided Course 01-09-M561
Human Resource Consultant HRMS Recruiters Training	HRMS E-Recruiting Training	Once	Assigned by HRMS Roles
Human Resource Consultant Personnel/Payroll Training	HRMS Personnel/Payroll Training	Once	Assigned by assigned HRMS Roles
Human Resource Consultants HR Director	24.0 Hours – Continuing Education Course Hours specific to HR Related Topics	Annually	Assigned by HR Director/HR Staff Selection based on expertise
▶ DIVISION: Finance / Payroll			
Contracts Specialist 3	Advanced Contracting; Digging Into Contract Issues	Once	OFM
Contract Specialist 2, 3	Client Service Contracts Overview	Once	OFM
Contract Specialist 3	Contract Training for Executive Managers	Once	OFM

Position/Classification	Training Required	Frequency/Timing	Comments
Contract Specialist 2, 3	Competitive Procurements	Once	OFM
Contract Specialist 2, 3	Introduction to Personal Service Contracts	Once	OFM
Accounting Manager	State Fiscal Year Closeout – Federal Reporting State Fiscal Year Closeout	Once	OFM
Fiscal Analyst 5 – Payroll Manager	Health Insurance Reconciliation; Payroll Revolving Account Reconciliation; Accounting for Payroll; Internal Control Payroll	Once	OFM
FA 2 Payroll	Accounting for Payroll; Health Insurance Reconciliation; Payroll Revolving Account Reconciliation; Capital Asset Management System; Accounting for Capital Assets	Once	OFM
Fiscal Technician 2 Payroll	Accounting for Payroll	Once	OFM
FA5 Accounts Payable	Selecting AFRS Transaction Codes; State Fiscal Year Close – Federal Reporting	Once	OFM
FA3 Accounts Receivable	Selecting AFRS Transaction Codes	Once	OFM

Position/Classification	Training Required	Frequency/Timing	Comments
FA5 Accounts Payable	Selecting AFRS Transaction Codes; State Fiscal Year Close Process; IRS Form 1099 Reporting and Backup Withholding	Once	OFM
FA2 Accounts Payable – Travel/Contracts Desk	Selecting AFRS Transactions Codes; How to use the Travel and Expense Management System	Once	OFM
FA2 Accounts Payable – Other; FA1 Accounts Payable Fiscal Tech 2 Accounts Payable	Selecting AFRS Transaction Codes	Once	OFM
Budget Analyst 4	Budget Development System; Capital Budget System; The Allotment System; Salary Projection System; Understanding budget planning and the process; AFRS – Introduction, Internet Fiscal Notes	Once	OFM
Mail Manager	Pitney Bowes Mail Meter Training	Once	Pitney Bowes

Position/Classification	Training Required	Frequency/Timing	Comments
Procurement and Supply Specialist 2	Washington Purchasing Manual, CAMS, WEBS, Pitney Bowes Mail Meter Training, US Bank Credit Card Training	Once	OFM, Pitney Bowes, Finance Staff
Budget and Procurement Manager	Budget Development System; Advances Contracting – Digging into Contract Issues; Capital Budget System; Allotment System; Salary Projection System; Performance Management	Once	OFM
► DIVISION: Construction, Facilities, Maintenance - JOINT			
Construction Project Spec 1	Asbestos Worker	Initial and Annual Refresher	State certified training firm
Const Maint Sup; Construction Project Spec 1; Maint Mech 1,2,3,4, HVAC Tech, Grounds Specialist, Electrician, Painter, Custodian 2, Building and Grounds Supervisor	Respirator training and fitness test certification (Only staff required and medically authorized to use a respirator)	Initial and Annual Refresher	Provided by Army National Guard Occupational Health Nurse; Contracted Professional
Const Maint Sup; Construction Project Spec 1; Maint Mech 1,2,3,4, HVAC Tech, Grounds Specialist 4, Electrician, Painter, Custodian 2	Hearing Conservation and Testing	Annually	Provided by Army National Guard Occupational Health Nurse; Contracted Professional

Position/Classification	Training Required	Frequency/Timing	Comments
Environmental Program Manager	Environmental Awareness Training		Provided by WMD Environmental Staff
Const Maint Sup; Construction Project Spec 1; Maint Mech 1,2,3,4, HVAC Tech, Grounds Specialist 4, Electrician, Painter, Custodian 2, Building and Grounds Supervisor	Fall Protection	Initial and for new type equipment Refresher only if required by demonstrated need.	Provided by assigned and qualified maintenance supervisor or designee
Const Maint Sup; Construction Project Spec 1; Maint Mech 1,2,3,4, HVAC Tech, Grounds Specialist 4, Electrician, Painter, Custodian 2, Building and Grounds Supervisor	Lock Out Tag Out	Initial Refresher only if required by demonstrated need.	Provided by assigned and qualified maintenance supervisor or designee
Const Maint Sup; Construction Project Spec 1; Maint Mech 1,2,3,4, HVAC Tech, Grounds Specialist 4, Electrician, Painter, Custodian 2, Building and Grounds Supervisor	Confined Spaces	Initial Refresher only if required by demonstrated need.	Provided by assigned and qualified maintenance supervisor or designee
All classes based on coverage criteria – see comments	First Aid/CPR	2/3 years depends on type training	Certified trainer – see WISHA requirements for employee selection

Position/Classification	Training Required	Frequency/Timing	Comments
Const Maint Sup; Construction Project Spec 1; Maint Mech 1,2,3,4, HVAC Tech, Grounds Specialist 4, Electrician, Painter, Custodian 2, Building and Grounds Supervisor	Asbestos Awareness	Annually	Provided by assigned and qualified maintenance supervisor or designee
Const Maint Sup; Construction Project Spec 1; Maint Mech 1,2,3,4, HVAC Tech, Grounds Specialist 4, Electrician, Painter, Custodian 2, Building and Grounds Supervisor	Lead Awareness	Annually	Provided by assigned and qualified maintenance supervisor or designee
Any class that operates a forklift	Forklift Operation	Every 3 years	Initial hands on by a qualified competent person and 3 rd year tests by L&I online
Any class that operates a Power Platform or uses a Ladder	Ladder and Power Platforms (does not include stepladder or portable stairs)	Initial and with each new type or piece of equipment introduced and if required by demonstrated need.	Provided by assigned and qualified maintenance supervisor or designee
Any class that handles or uses products that have an MSDS	Hazardous Material Communication	Initial only Refresher only if required by demonstrated need.	Agency Safety Officer
Const Maint Sup; Construction Project Spec 1; Maint Mech 1,2,3,4, HVAC Tech, Grounds Specialist 4, Electrician, Painter, Custodian 2, Building and Grounds Supervisor	Hearing Conservation	Annually	Given at time hearing is tested; Occupational Nurse or Contracted Professional

Position/Classification	Training Required	Frequency/Timing	Comments
Const Maint Sup; Construction Project Spec 1; Maint Mech 1,2,3,4, HVAC Tech, Grounds Specialist 4, Electrician, Painter, Custodian 2, Building and Grounds Supervisor	Personal Protection Equipment Usage	Initial Refresher only if required by demonstrated need.	Provided by assigned and qualified maintenance supervisor.
Environmental Specialists 1, 2, 3, 4 ** Indicates only required if staff are selected and receive appointment letter	Agency Environmental Awareness Training		Provided by WMD Environmental Staff
Any class that generates hazardous waste	Hazardous Waste Storage/Handling and Disposal	Varies (i.e., lead Pb every 3 or 5 years, asbestos annually, PCB and paint wastes initial only, pesticides and herbicides depends on type etc.	Training is tied to the hazardous substance or material handled, most can be trained in house Provided by WMD Environmental Staff
Any class that handles hazardous waste	Emergency/Spill Response for Handlers of HW	Initial per waste stream	Ref 173-303 and 296-843 WAC for specifics per waste type Provided by WMD Environmental Staff
Any class assigned to a spill team	**Hands-on Defense Spill Team Training	Annually	Environmental provide spill team refresher and Field safety rep provide spill team safety training Provided by WMD Environmental Staff

Position/Classification	Training Required	Frequency/Timing	Comments
Any class assigned accumulation point duties	**HW Satellite Accumulation Point Training	Initial only	Ref 173-303 WAC Provided by WMD Environmental Staff
Any class assigned as a compliance coordinator	**Environmental Compliance Coordinator	Initial only	Only required to be familiar with 173-303 WAC, no formal training Provided by WMD Environmental Staff
DIVISION: Washington Youth Academy			
WYA Youth Challenge Staff	NCI Basic Course	Once	Recently Hired Challenge Staff hired in the last 6 months
WYA Youth Challenge Staff – Function Specific Training Courses	NCI Cadre Course	Every 3 Years	
	NCI Counselor’s Course	Every 3 Years	
	NCI Educator’s Course	Every 3 years	
	NCI Post Residential Course	Every 3 years	
	NCI Recruiters Course	Every 3 years	
	NCI Website Administrators Workshop	As needed based on technology changes	New staff attends all 6 days. Staff who have previously attended need only attend the last 2 days
	NCI Supervisors Course	Every 3 years	

Position/Classification	Training Required	Frequency/Timing	Comments
► DIVISION: Information Technology			
ITS6, ITS5, ITS4, ITS3, ITS2, EMPS3, EMPS2, AA4	National Incident Management System (NIMS) IS-100.a Introduction to Incident Command System (ICS)	Once	Offered by Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI); available online
ITS6, ITS5, ITS4, ITS3, ITS2, EMPS3, EMPS2, AA4	NIMS IS-200.a ISC for Single Resources and Initial Action Incidents	Once	FEMA EMI; online
ITS6, ITS5, ITS4, ITS3, ITS2, EMPS3, EMPS2, AA4	NIMS IS-700.a NIMS, Introduction	Once	FEMA EMI; online
TS6, ITS5, ITS4, ITS3, ITS2, EMPS3, EMPS2	NIMS IS-704 Communications and Information Management	Once	FEMA EMI; online
ITS6, ITS5, ITS4, ITS3, ITS2, EMPS3, EMPS2, AA4	NIMS IS-800.b National Response Framework, Introduction	Once	FEMA EMI; online
All IT Staff (except AA4)	Information Technology Systems, Hardware & Software Training	As major updates are released or as systems/equipment are replaced or installed	Specific type of training depends on specific components being utilized by the agency.
AA4	Enterprise Reporting – Basic &/or Ad Hoc	Once	Offered through OFM
AA4	Leg Track User Class	Once	Offered through OFM
AA4 & ITS6	Introduction to Personal Service Contracts	Once	Offered through OFM

Position/Classification	Training Required	Frequency/Timing	Comments
▶ DIVISION: Emergency Management Division			
All EMD Positions	ICS-100.a – Introduction to Incident Command System (ICS)	Once	Provided by Federal Emergency Management Agency (FEMA); online
	ICS-200.a ICS for Single Resources and Initial Action Incidents	Once	Provided by FEMA; online
	IS-700.a National Incident Management System (NIMS), an Introduction	Once	Provided by FEMA; online
	IS -800.b National Response Framework (NRF), an Introduction	Once	Provided by FEMA; online
▶ DIVISION: Special Assistant to the Director's Office			
ALL SAD Positions	Public Disclosure (Overview and Refresher)	As available for Public Records Officer/designees	Provided by Washington State Bar Association
	ICS-100.a – Introduction to ICS	Once	Provided by FEMA; online
	ICS-200.a ICS for Single Resources and Initial Action Incidents	Once	Provided by FEMA; online
	IS-700.a NIMS, an Introduction	Once	Provided by FEMA; online
	IS -800.b NRF, an Introduction	Once	Provided by FEMA; online
	SharePoint User Class	Once	Provided by WMD or DES
	Writing Documents in Plain Talk	Once, unless covered in other writing class, as funds are available	Provided by DES; 1-day

Position/Classification	Training Required	Frequency/Timing	Comments
Homeland Security Strategic Planning Manager and SAD	Government-to-Government	Once	Provided by DES; 1-day
Program and Policy Analyst and SAD	Government Management Accountability Program (GMAP)	Once	Provided by DES; multiple classes
	Data View User Class	Once	Provided by Governor's GMAP Office
	Leg Track User Class	Once	Provided by OFM or other agency
Program and Policy Analyst and Homeland Security Strategic Planning Manager	Meeting Management and Facilitation Classes	Once, as funds are available	Provided by DES; 1-day and 3-day classes
	Writing Minutes and Meeting Notes	Once, as funds are available	Provided by DES
	State Emergency Operations Center Planning Section	Monthly	Provided by EMD
Records Officer	Records Management Classes	As available	Provided by Secretary of State or DES
Rules Coordinator	Rule Writing, Coordination, and Filing Classes	Once	Provided by DES or Office of the Code Reviser
Program and Policy Analyst	Writing Policies and Procedures Class	Once, as funds are available	Provided by DES or private vendor
	Washington State Quality Award (WSQA) Classes	Once, as funds are available	Provided by WSQA; 1-day and 3-day classes