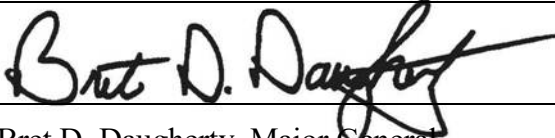




## Department Policy No. HR-215-04

<b>Title:</b>	Human Resources Development Plan – Training Requirements -Training Requests - Tuition Reimbursement/Assistance
<b>Former Number:</b>	03-503-04, 03-502-05, 03-503-04
<b>Authorizing Source:</b>	Washington Administrative Code (WAC) 200-600-010, Employee Development Washington Administrative Code (WAC) 357-31 Holidays and Leave Human Resources Procedure - Leave (#HR- 218a-10) RCW 39.29.120 SAAM Manual Chapter 15
<b>Information Contact:</b>	Human Resources Director Building #33 (253) 512-7941
<b>Effective Date:</b>	June 8, 2004
<b>Mandatory Review Date:</b>	April 1, 2021
<b>Revised:</b>	April 1, 2017
<b>Approved By:</b>	 Bret D. Daugherty, Major General 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.

This policy serves as a guideline to be used in conjunction with the Learning Management System (LMS) for training, allowing a robust system of tracking employee participation in training 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 Reserves (AGRs) members, traditional guardsmen in a federal military status, or military technicians.

## **Policy**

The WMD supports a strong and effective human resources development program. This program addresses the progression and development of our most valuable resource, our employees. The WMD encourages, supports and promotes development activities for employees to the fullest extent possible in accordance with funding availability.

### **A. Training Plan**

The Human Resource Development Plan sets forth guidance and requirements for all mandatory trainings as well as ensures training is planned for:

1. New Employees
  - a. To orient WMD programs and policies/procedures.
  - b. To teach the skills, knowledge, abilities and attitudes necessary to safely and efficiently perform their jobs.
2. All Employees
  - a. To keep up to date on policy and regulation changes.
  - b. To expand the knowledge and skills necessary for upward mobility.
  - c. To build human relations/interpersonal skills in order to most effectively serve the public and work harmoniously and efficiently with other employees.
  - d. To improve practices in professional, technical, and clerical fields.
  - e. To enable development and the ability to realize their own potential.
  - f. To address safety, risk management and compliance issues.
3. Supervisory and Management Employees:
  - a. To provide supervisory, management and human relations knowledge and skills so they can effectively work with the employees they supervise to accomplish Department/Division/Section goals and objectives.
  - b. To update these skills as needed.

### **B. Responsibilities**

1. WMD Human Resources

- a. Conduct/coordinate training needs assessments.
  - b. Create and maintain the Human Resource Development Plan/Database, ensuring tracking compliance with legal requirements for mandatory training.
  - c. Request annual updates in May from Division Directors to Division Wide mandatory training.
  - d. Track and report on division and individual compliance with required and job-related training, ensuring that these training requirements are communicated to division leadership prior to approval of extracurricular training.
  - e. Assist managers with recommendations for skill or competency specific resources as needed for employee training.
  - f. Assist employees with career planning.
2. Division Directors
- a. Establish and maintain division core training and new employee orientation requirements by classification/responsibilities in order to meet strategic goals and ensure mission requirements are met.
  - b. Review division training requirements at least once annually to determine if any updates / additions are needed. Provide updates and or changes to the core Division training plans to Human Resources when requested in May on an annual basis.
3. Supervisors / Managers
- a. Ensure the proper in-processing and orientation for new employees.
  - b. Monitor and ensure the timely completion of all mandatory training.
  - c. Ensure new employee orientation checklists are completed and submitted to the Human Resource Office within 30 days of hire.
  - d. Assess each employee's training and development needs as part of the employee's annual Performance Development Plan (PDP).
  - e. Provide coaching and training throughout the year to help employees achieve success in his or her current position.
4. Employees
- a. Participate in all agency required training as well as all training assigned by their supervisor or manager.
  - b. Maintain required professional certifications, licensures and other designations.
  - c. Inform their supervisor of training or coaching needed for success in their current position.
  - d. Personal career planning.
  - e. Share career goals with supervisor for assistance in creating a development plan that may allow future professional opportunities.

### **C. Mandatory Training**

All WMD employees are required to attend and successfully complete Department and Division Core mandatory training activities of the HRD plan which are located on Sharepoint at [IGA&P/Policies and Procedures/HRD plan](#) or can be e-mailed to employees upon request. The HRD plan is subject to change based on WMD needs and state requirements.

1. Mandatory training includes:
  - a. Department-wide mandatory training activities identified in WMD Human Resource Development Plan.
  - b. Program based training activities.
  - c. Training activities tied to a specific job class.
  
2. Fair Labor Standards Act. The following types of training are considered time worked under the Fair Labor Standards Act and should be compensated as such:
  - a. Department-wide mandatory training activities.
  - b. Program based mandatory training activities.
  - c. Training activities tied to a specific job class.
  - d. Non-mandatory training activities which the supervisor or manager believes will benefit the employee's performance in current or future positions.
  
3. Course Waiver

Division Directors may request a waiver for entry-level supervisor/manager training or sexual harassment training for an employee by submitting written request to the Human Resource Director for review and comparison to required training. The request must include verification of previously attended training and be submitted within 60 days of appointment.
  
4. State Training Opportunities

To view State of Washington / WMD training opportunities, log onto LMS at: <http://des.wa.gov/services/training-and-development>. Please note: Agency required courses are featured in the LMS screen after you log in.

### **D. Priority Order for Division Training Funds**

1. Agency ability to approve training requests mandated by this policy or as otherwise requested is subject to availability of funding at the time of request. 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:
  - a. Agency core or division required mandatory training.
  - b. 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.
  - c. Training which will enable employees to gain knowledge, skills, and abilities

- for advancement in their current job series.
- d. Training which will enable employees to prepare for a different job class or series.
- e. Other training requested by the employee.

#### **E. Training Request Approval/Denial Process**

1. Employees should submit requests for training with as much notice as possible.
2. All training requests shall be submitted utilizing LMS in advance of the training date and must be approved prior to attendance.
3. Supervisors or managers with delegated authority for training requests must approve or disapprove training requests within 30 days of receiving the request.
4. All requests for skills based training (including conferences and seminars) for non-permanent employees, or any course which costs over \$550, shall be approved by the Division Director.
5. If a training request is denied, the employee must be provided a written explanation of the denial.
6. 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.

#### **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 or 50% of their time.
  - b. Rotation or special project job assignments.
  - c. Transfer or reassignments to different duties and responsibilities within the job classification.
2. Such training assignments must be approved in advance by the employee's Division Director.
3. 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. Educational Leave**

1. In accordance with WAC 357-31-330 educational leave without pay may be granted up to 24 continuous months for eligible employees (full time, permanent) to attend an accredited educational institution.
2. 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 needs.
3. Eligible employees may request educational leave in accordance with Administrative Leave Procedure HR-218a-10.

#### **H. 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 for up to three classes per year to assist in continuing their education if funding is available. This provides for reimbursement of qualifying tuition/fees upon 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 in order 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 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 completing the approved course, the following documents 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 and 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.

#### **I. 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 and approved by The Adjutant General or designee.