

Personnel Procedure No. 5521P

The Washington School for the Deaf believes that in order to sustain a successful, high-performance organization, investment in employee development and training is not only beneficial, but critical.

All part-time and full-time employees at WSD are eligible to attend training that will enhance their abilities to successfully perform their jobs and contribute to the agency's success, upon approval from their supervisor.

Certain training is required by WAC, RCW, and/or Executive Order. Additional training may be required by a department. The following is a list of areas that are either required or recommended training for employees of the State of Washington:

- CPS reporting
- Blood Borne Pathogens
- Diversity
- Workplace Violence
- First Aid/CPR
- Sexual Harassment Awareness
- Ethics Training
- Safe School Topics
- New Employee Orientation

Each year, the school schedules 16 hours of safety-related training that is mandatory for all employees. New employees are required to complete 32 hours of safety-related training within the first 90 days of hire.

A department supervisor may require additional training for individual or department employees. Individual training requirements will be reflected in the employee's Performance and Development plan.

The agency's training plan will be made available on the WSD website. Additionally, supervisors will outline specific job-related training as part of the Performance and Development Planning process.

Employees are encouraged to seek out developmental opportunities to enhance individual performance that will contribute to WSD's mission, goals, and objectives. Employees must get supervisory approval for all training requests. Supervisors must balance several factors in deciding to approve or not to approve an employee's request to attend any training, such as:

- Budget
- Staffing – to ensure operational need is covered
- Job-relatedness of training requested
- Relationships to career developmental plans

Required training and other job-related training approved by supervisors will be considered time worked. If required or otherwise approved training falls outside of the employee's standard work hours, the employee and the supervisor must determine what schedule modifications might be necessary to accommodate an employee's attendance at such training (example: schedule adjustments, exchange time, overtime, etc.) Employees will not be required to use annual leave or take leave without pay to attend required training.

Employees, with prior approval from the appointing authority, may take educational leave without pay. Employees must be in permanent status and the length of approved leave without pay for educational purposes is determined by the appointing authority.

Roles and Responsibilities for Training

| Steps | Role/Responsibility | Action |
|-------|---------------------|---|
| 1. | Supervisor/Manager | Articulate requirements for training with employees Consider approval of training requested by employees, including budget considerations Support and encourage individual development of employees |
| 2. | Employee | Attend required training Continually seek out developmental opportunities Follow registration procedures established for enrollment in training |
| 3. | Training Manager/HR | Develop a training plan that supports agency objectives Follow procedures for training registration Communicate training opportunities to WSD employees Be proactive in the development needs of staff Provide effective and efficient means of training Provide training and performance development consultation and advice to managers and supervisors and to staff |

References:

- **WSD Policy 5521: "Training and Development"**

What WACs impact this procedure?

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|---|---|
| 357-34-005 (rules to support employee training and development) | 357-34-010 (responsibility for employee training and development) |
| 357-34-015 (employer's responsibilities) | 357-34-020 (attendance at required training) |
| 357-34-025 (director's responsibilities) | 357-34-030 (training plan requirements) |
| 357-34-035 (access to training plan) | 357-34-045 (time for training) |
| 357-34-050 (career development assignment) | 357-34-055 (supervisory or managerial training requirements) |
| 357-31-060 (administrative requirements) | 357-34-065 (what must be included in the required supervisory or managerial training) |
| 357-34-090 (who provides required training) | |

Adopted: March 14, 2008