

TRAINING AND DEVELOPMENT

The Washington School for the Deaf recognizes the value and benefit of education designed to enhance employees' abilities to perform their job duties. The Washington School for the Deaf will provide, within reasonable resources, employee training and development necessary to assist the agency in achieving its mission and accomplishing its goals.

Mandatory Training

Washington School for the Deaf staff will be provided in-service training as mandated by state and federal regulations and applicable collective bargaining agreements.

General Training Opportunities

Consistent with the availability of resources, general training opportunities will be provided in consideration of the employee's training needs and long term professional development goals as indicated on the employees performance evaluation form. Employee attendance at any training session or conference requires prior written approval of the appropriate supervisor and availability of department funds.

Attendance at agency-required training, workshops, classes or conferences will be considered time worked during the hours of the training and any travel time necessary for attendance. The agency shall pay registration fees, travel expenses, and per-diem, if applicable, in connection with agency required attendance. Any training or conference requiring out-of-state travel must be endorsed by the supervisor and receive advance approval from the Superintendent.

Non-required training, workshops, class or conference attendance may be considered time worked only for the period of normal working hours and any travel time necessary for attendance. The agency may approve full or partial payment for registration fees, travel expenses, and per-diem, if applicable in connection with attendance.

Tuition Reimbursement

The Washington School for the Deaf may approve full or partial tuition reimbursement for a qualified course conducted by an educational institution, vocational school or professional training organization. To qualify, a course must have the objective of furthering an employee's career development as indicated on the employee's performance evaluation form and/or changing or enhancing

the employee's skills, knowledge, attitude or behavior. The course must be directly related to a function of state government.

The Washington School for the Deaf shall reimburse eligible employees who provide proof of satisfactory completion of a course that was previously approved for tuition reimbursement. Any pre-payment of an employee's tuition or registration fees must be endorsed by the supervisor and receive advance approval from the Superintendent.

The Washington School for the Deaf funds expended for tuition reimbursement may be limited to tuition or registration fees, and generally will not include textbooks, supplies or other school expenses.

Absent agreement to the contrary, when an employee moves to another state agency prior to completion of a course which has been previously approved for tuition reimbursement, the Washington School for the Deaf will retain the obligation for reimbursement when the employee provides proof of satisfactory completion.

State Employee Tuition Waiver Program

Many Washington State colleges and universities offer a state employee tuition waiver. Employees of state of Washington agencies who are in a part-time or greater appointment are eligible for the fee waiver on a space available basis. Employees who are interested in participating in the program should contact the college or university directly for more information.

Professional Development Funds

Within available resources, The Washington School for the Deaf may allocate funds for professional development activities for employees. To qualify, an employee must be in permanent status.

Professional development funds are intended to assist each employee in professional growth activities, such as, but not limited to the following:

- Unique individual development needs by the selection of specific course work, attendance at workshops, membership in professional organizations and/or;
- By obtaining training/instruction in a specific instructional skill or knowledge of a curriculum area through merging of his/her funds with other employee's funds in order to provide for a building staff cooperative workshop.

Payment of Professional Development funds requires prior written approval of the appropriate supervisor and the Superintendent.

Adoption Date: October 20, 2005