



Walla Walla Community College

Policy: Staff Development and Training Program
for Classified Employees

Adopted: August 30, 1979

Staff Development and Training Program for Classified Employees

1.A. Policy/Objective Statement

The Walla Walla Community College program for staff development and training is designed to: 1) increase performance and productivity; 2) improve the skills of all classified employees at all levels of employment; and 3) provide opportunities for continued upward mobility, as institutional opportunities become available.

It is the policy and intent of the program to provide work experience and training that will result in the most effective and efficient economic use of employer and employee resources in accomplishing the institutional goals.

Subject to the availability of institutional resources, the following elements will be considered in establishing priorities:

1. Training to improve performance and productivity in current positions.
2. Training to provide employees with new skills and knowledge to meet requirements engendered by technological or other program changes.
3. Training to provide departmental or campus orientation and employee motivation.
4. Training to provide under-represented employees with the skills and knowledge to qualify them for promotional opportunities within the institution.
5. Retraining for other fields of endeavor within the institution or employees whose skills may have deteriorated due to physical disability.

1.B. Definitions

1. Administrative Supervisor means the administrator who signs the classified employee's evaluation form as the "Reviewer."
2. Administrative Unit is a major administrative division of the college district such as Personnel, Business, Student Activities, etc.

3. Classified Employee means those employees identified as classified by the Higher Education Personnel Board (HEPB).
4. Contract means the collective bargaining agreement between WWCC and WPEA for all classified employees at WWCC.
5. District means Community College District 20.
6. Employee means permanent classified employee.
7. Employing Official means an administrative or supervisory employee designated by the appointing authority (one who is lawfully authorized to make appointments) to exercise responsibility for requesting certification, interviewing eligibles, and employing classified employees.
8. HEPB means Higher Education Personnel Board.
9. Immediate Supervisor means the individual who signs the classified employee's evaluation form as the "Rater."
10. Job-Related Training means any training activity to upgrade on-the-job skills or knowledge of the present job.
11. Personal Development means any activity in which an employee chooses to participate that is not directly related to job skills or training for an advancement in position.
12. Reassigned Time means any time during regular working hours employees participate in training with the provision they "make-up" the time.
13. Release Time means any time during regular working hours employees participate in training while being paid their regular salary. For further explanation, see District 20 Tuition and Fee Waiver Policy, III C. (See Appendix C)
14. STACC means Staff Training Association for Community Colleges.
15. Underrepresented groups means groups having fewer classified employees by racial or ethnic minority, handicap, or sex within a class or job category than:
 - a. would reasonably be expected by their availability; or
 - b. are included in the institution's approved corrective employment goal for that class or job category.
16. Underrepresented Individual means an employee who has been identified as a member of an underrepresented group.

17. WPEA means Washington Public Employees Association.

2. Responsibility for the Program

The President of the College has assigned Training Officer responsibilities to the Director of Classified Personnel, with authority to coordinate, implement, and administer all training programs for all classified employees in accordance with approved priorities and district resources allocated by the Training Officer and Training Committee.

A. The Training Officer will:

1. Assure that administrative employees, supervisors, and classified employees are aware of the intent, purpose, and provisions set forth in the staff development/training policy and procedures.
2. Work with the administrative units, the training committee, and the classified employees to identify present and/or future employee training needs and activities.
3. Work with the Training Committee to develop and administer an annual plan and budget for classified employees' development/training that will be submitted for approval as part of the Personnel Office budget. Amounts will be designated for participation in STACC, group and individual training.
4. Serve as recording secretary/facilitator of the Committee.
5. Screen training requests submitted by employees and refer eligible requests to the Committee.
6. Submit the classified development and training program to the President of the College for approval and then forward to the HEPB for approval.
7. Implement the training activities developed by the Training Committee.
8. Develop all forms necessary for implementation, conducting and reporting under these provisions.
9. Develop and maintain adequate records of all training activities.

10. Prepare an annual report that outlines all training activities that took place the preceding year that also includes statistics necessary for any affirmative action information. This report will be completed annually by June 30 and submitted to the Affirmative Action Officer and made available to classified employees.

B. The Training Committee will:

1. Elect a chairperson.
2. Review and/or present future training needs as identified by this committee, classified staff, and administrative units in accordance with HEPB rules.
3. Establish goals and objectives for the Committee.
4. Establish employee development/training based on priorities established by policy and objective statements.
5. Work with the Training Officer to develop and administer a budget plan for classified employees' development/training. Determine amounts to be designated for participation in STACC, group and individual training.
6. Review and approve or deny all development/training requests submitted by Training Officer for training committee funds in accordance with resources allocated, established priorities, and the intent and purpose of the development/training policy and procedures.
7. Recommend to the Personnel Director changes relating to compliance with training aims and goals set forth in the policy and procedures.
8. In conjunction with Annual Report, review accomplished objectives.
9. In cooperation with the Affirmative Action Officer, assure that the program is carried on in accordance with the Walla Walla Community College's Affirmative Action Policy:

"It is the District's policy to provide opportunities for training and skills development equally to all employees without regard to race, creed, color, national origin, age, sex, marital status, religion, or the presence of any physical or mental handicap."

C. Committee Structure

The Committee will be composed of an equal number of administrators and classified staff, not to exceed three of each, with two alternates, with the Training Officer as the recording secretary/facilitator. Classified staff representatives will be elected by the WPEA chapter. The administrative representative will be appointed by the President of the institution.

D. The Training Committee Chairperson will:

1. Set up meetings and prepare an agenda for the committee.
2. Chair the meetings of the training committee.
3. Assure that minutes of all Training Committee meetings are distributed to the committee members and other appropriate individuals.
4. Appoint an alternate chairperson, if the need arises.

3. Training Activities

A. Pursuant to HEPB rules, the identification of proposed training activities may be in the following areas:

1. new employee orientation;
2. functional training, such as in accounting, data processing, office administration, and job skills;
3. system training, such as affirmative action, labor relations and safety;
4. professional/technical training;
5. management and organizational development;
6. the institution's off-hour training or continuing education program.

4. Financial Support/Participation

A. Mandatory Job-related Training

1. If during work hours, release time will be given.
2. The College will provide per diem, fees, and other related travel expenses.

- B. Voluntary Job-related Training
 - 1. No fee charged
 - a.) During work hours, approval for the request may be handled under Release Time (see definition of Release Time).
 - b.) Voluntary attendance in courses outside the regular working hours does not constitute grounds for overtime or compensatory time off.
 - 2. Fee charged
 - a.) If an employee requests training under the provisions of WAC 131-28-085, Tuition and Fee Waivers, their request will be treated according to Release Time (see definition of Release Time).
 - b.) An employee may request reimbursement of pre-approved fees charged for job-related training. Reimbursement may be allowed, with the approval of the Training Committee, from the training budget.
- C. Employees who wish to participate in employee or employer-paid staff development/training activities must complete the Staff Training Request/Evaluation Form prior to training. (See Appendix A)
- D. Selection criteria for eligibility will be determined as specified on the Eligibility Rating Form. (See Appendix B)
- E. Training Committee Funds
 - 1. The College will provide a basic budget of not less than the specified amount in the current Collective Bargaining Agreement. Training Committee funds may be used for: group training, individual training, and STACC participation.
 - a. Group Training
 - 1.) Group training may be used to address those training needs which are common to groups of employees.
 - 2.) Group training expenditures which may exceed \$500 will be approved by a simple majority vote of classified employees.

- 3.) The Training Committee will be responsible for establishing a proposal for group training for the year based upon input from classified employees. Included in the proposal will be estimated costs.

b. Individual Training

- 1.) Individual training may be used to address those training needs which are unique to a specific individual and cannot be supported by the department's budget.
- 2.) Individual training requests will be evaluated by using the attached Eligibility Rating form. (Appendix B)

c. STACC Participation

- 1.) Funds may be used for participation in STACC.

F. Procedure to be followed for staff training and appropriate forms can be obtained in the Personnel Office.

5. Employee Training Records

A copy of the Staff Development Training Request/Evaluation form will be placed in the employee's file.

10/86

WALLA WALLA COMMUNITY COLLEGE
Training/Expenses/Evaluation Form
CLASSIFIED EMPLOYEES

Request for Staff
Training Committee Funds

Requested: Yes No

Department and Budget No. _____

Name of person for whom training is requested _____

Requested by _____ Employee Classification _____

Name of Workshop or training meeting (ATTACH AGENDA) _____

Location _____

Purpose and Justification _____

Method of Travel _____

Dates of attendance (incl. travel dates) _____ Release Hours _____

How will work be handled while employee receives training? _____

Estimated Cost: Transportation _____
Per diem _____

*Actual Cost: Transportation _____
Per diem _____
Reg. Fees _____
TOTAL _____
Actual Training Hours _____

Reg. Fees _____

TOTAL _____

Date, _____,
Employee _____,

Supervisor _____,
**(PLEASE ATTACH
COPY OF AGENDA)** _____,
Administrator _____

Approved: Date _____

TO BE COMPLETED BY Referred to Training Committee: Date _____

TRAINING COMMITTEE ONLY Approved by Training Committee: Date _____

Disapproved by Training Committee: Date _____

_____, Training Officer

Briefly evaluate the training session you attended:

Evaluation: _____

SHADED AREAS TO BE COMPLETED FOLLOWING TRAINING

Original: Training Officer Yellow: Supervisor Pink: Employee Personnel Folder
Goldenrod: Training Officer

APPENDIX B
CLASSIFIED STAFF ELIGIBILITY RATING FORM

Training Request No. _____ Name of Employee _____

Title of Training Activity _____

1. Total dollar amount requested (Range of scores: 4-0) _____

- 4 - Under \$49
- 3 - \$50 - \$99
- 2 - \$100 - \$149
- 1 - \$150
- 0 - \$150 +

2. Has employee received funding in the last two (2) years?
(Range of scores: 3-1) _____

- 3 - No
- 2 - One year has elapsed since employee received funding.
- 1 - Less than one year has elapsed since employee received funding.

3. Total training funds employee has received in the last two (2) years.
(Range of scores: 4-1) _____

- 4 - \$0 - \$100
- 3 - \$101 - \$200
- 2 - \$201 - \$300
- 1 - \$301 +

4. Requested training would help raise the qualifications of the employee
for promotion. (Range of scores: 4-0) _____

- 4 - Directly related to personal professional development plan or enhances qualifications for promotion or transfer.
- 2 - Directly related to skills required for current position.
- 0 - Requested training not related to job qualifications or classification.

5. Requested training would help raise the qualifications in current classification of an employee in an under-represented group.
(Range of scores: 2-0) _____

- 2 - Training for current classification or in preparation for lateral movement.

0 - Not applicable

6. Has the Training Committee offered a similar workshop or class in the last year or will a similar workshop be offered during the current academic year? (Range of scores: 3-0) _____

3 - No

0 - Yes

TOTAL POSSIBLE POINTS _____

TOTAL POINTS REQUIRED _____

TOTAL POINTS RECEIVED _____

_____ **Request Approved**

_____ **Request Denied**

Chairperson, Training Committee

Date

Training Officer

Date

July 1994

APPENDIX C

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT 20

TUITION AND FEE WAIVER POLICY

Pursuant to the authority granted by Chapter 82, Laws of 1979 and adhering to the guidelines as stated in WAC 131-28-085, Tuition and Fee Waivers for Full-time Community College Employees, Community College District 20, Walla Walla Community College adopts the following policy, effective Fall Quarter 1979.

I. Objective

The objective of this policy is to allow full-time employees of District 20 to take advantage of continuing education and training opportunities available in Community College District 20 for both professional and personal fulfillment and development.

II. Limitations

- A. Eligible employees will be required to pay a \$5 nonrefundable records fee if they have never attended a District credit course. This fee is required for all students one time only and only when taking credit courses.
- B. Eligible employees will be required to pay a \$5 registration fee per quarter, plus any special course fees (e.g. laboratory fees).
- C. Eligible employees may enroll in classes on a space available basis only. Registration will take place for employees wishing to participate after the close of the last open enrollment period each quarter. During the first week of classes, a student wishing to enroll in a class who pays full fees may bump the employee from the course. Employees of District 20 will not be allowed to register for a class in which their presence will increase the instructor's workload over the agreed amount.
- D. Course for which special fees are charged (self-supporting) referred to in WAC 131-28, Tuition and Fee Charges, are not covered. An employee wishing to participate in such an activity must pay the full fee.
- E. In keeping with the goals of Community College District 20, the District encourages employees to attend classes on their own time.
- F. Procedures will be set up with the college admission office to record enrollment information for employees participating under this program. This information will be kept separate from other student enrollment and excluded from budget-related statistics.

III. Classified Employees

- A. Classified employees appointed to 40 hours per week on a 12-month appointment or an instructional year are full-time employees according to WAC 251-04-020, Definitions, and are eligible.
- B. WAC 251-08, Compensation, of the Higher Education Personnel Board rules does not contain any provision for movement on the salary schedule after completion of coursework by classified employees. Therefore, courses taken on a tuition-free basis will not apply toward advancement on the salary schedule. This does not, however, preclude any employee from attending classes under this policy that could prepare them for a promotional position.
- C. Release time for job-related training may be granted to classified employees wishing to participate in classes. Released time is defined as any time during regular working hours an employee participates in training while being paid at their regular salary. Released time will be granted for job-related training (job-related is defined as any training activity to upgrade on-the-job skills or knowledge of the present job) only with a maximum of five (5) weekly contact hours per quarter allowed, with the approval of their immediate supervisor, the Dean of Instruction and the college president.

V. Administrative and Exempt Employees

- A. Administrative and exempt employees appointed to full-time contracts are eligible.
- B. Administrative policy does not contain any provision for movement on the salary schedule after completion of coursework by contracted administrative and exempt employees. Therefore, courses taken on a tuition-free basis will not apply toward advancement on the salary schedule. This does not, however, preclude any employee from attending classes under this policy that would prepare them for a promotional position.
- C. Release time for job-related training may be granted to contracted administrators and exempt employees wishing to participate in classes. Released time is defined as any time during regular working hours an employee participates in training while being paid their regular salary. Released time will be granted for job-related training (job-related is defined as any training activity to upgrade on-the-job skills or knowledge of the present job) only with a maximum of five (5) weekly contact hours per quarter allowed, with the approval of their supervisor and the college president.

Adopted at regular meeting of Board of Trustees on August 30, 1979.