The Classified Employee Training Program fulfills the State of Washington rules and regulations concerning employee training and development.

The goals of the Classified Staff Employee Training program are to:

- Provide opportunities for professional growth and development
- Provide opportunities for improving staff performance and morale
- Promote job satisfaction
- Increase staff awareness of training opportunities
- Encourage participation by all employees

Training activities will be planned and approved by the Classified Staff Training Committee based on the following priorities:

1. Training to improve performance and productivity in current positions
2. Training to improve working relations and communication among departments and staff
3. Training to provide employees with new skills and knowledge to meet technological and/or other program changes
4. Training to prepare employees for possible future promotional opportunities with the college or system.

RESOURCES

Resources for Classified Staff training include:

- Release time or alternate work schedules
- State or Federal assistance with tuition and fees
- Board of Trustees approved tuition waiver policy
- College budget
- College sponsored workshops, classes and seminars

TRAINING PROCEDURES

Eligible staff members who wish to take advantage of training opportunities during regular working hours will follow this procedure:

1. The supervisor approves or denies the request for release time, based on the work schedule and requests of other employees in the same area.
2. If financial support is requested, the classified staff member completes a Request for Classified Staff Training Funds form and submits it to Human Resources with the required receipts and other documentation attached.
3. The Classified Staff Training Committee approves or denies the requests, based on the established training priorities and available funding.
ELIGIBILITY

- All Classified Staff at Everett Community College may request release time for training activities, and may also request financial support up to a maximum of $200 per person per fiscal year
- Reimbursement may be requested for tuition, fees, books, conference registration, professional organization membership fees, and for travel costs related to approved training

HR LIAISON

The HR Liaison monitors the Staff Training budgets, assists with preparing Foundation grant applications, and prepares reimbursement requests for approval and payment. The HR Liaison may also assist with research and coordination related to event planning.

TRAINING COMMITTEE

The Committee will select new members from those indicating an interest and will reflect a cross-section of the various classified employee groups. The Committee will consist of up to six voting members plus the HR Liaison. The Training Officer may meet with the committee to consider or recommend activities to be offered.

Members will serve two-year terms beginning February 1 or the date of appointment. One member will be selected to act as chair and one member will be selected to act as secretary.

The following procedure will be followed for group activities:

- The HR Liaison or Committee Chair will make a written request to the President for approval of group release time well in advance of the event and before final arrangements are made.
- The President will approve or deny the request
- If approved, release time will be granted by the supervisor, depending on the work schedule of the areas involved
- The Committee will not approve financial resources for individual training that is mainly for personal enrichment or recreational purposes

CLASSIFIED EMPLOYEES

Classified employees are responsible for the following:

- Identifying immediate and future training needs
- Notifying their immediate supervisor of their desire to participate in training
- Following the procedures to request release time or financial support as outlined above
- Attending approved training activities designed to meet training needs and requirements

EMPLOYEE TRAINING RECORDS

All approved individual or group training activities under this policy will be documented by Human Resources. Individuals participating in training may request to have this information made a part of their personnel file.

APPROVED BY: VP Staff

APPROVAL DATE: January 19, 2016