

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: STAFF DEVELOPMENT AND TRAINING

Administrative Procedure Number: 701.01

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The quality of service offered by Grays Harbor College to the community depends heavily upon the quality of the college staff serving this community; therefore, this procedure is adopted to provide guidelines for the training of employees. The quality of the staff, in turn, is dependent upon many personnel characteristics: motivation, understanding of institutional goals, satisfaction of personal work-related goals, level of education or expertise, and the ability to work effectively with fellow employees and the public.

The definition of eligible employees for purposes of participating in staff development and training activities and applying for assistance for continuing education is as follows:

- A. All currently employed permanent full time and permanent part time classified staff of Grays Harbor College;
- B. All currently employed non-permanent employees of Grays Harbor College who have been continuously employed with the College for one year from the initial date of hire.

If you meet the definition of an eligible employee, you are eligible for all of the activities sponsored by the Staff Development and Training Committee.

It will be the objective of Grays Harbor College to provide work experience and training that will result in the most effective and economic use of employees' resources in accomplishing the institutional goals. For this purpose and pursuant to WAC 357-34 and the affirmative action policy, a staff development program shall be instituted and shall include the following elements to meet these goals:

- 1. To provide opportunity for the development of the potential occupational or professional ability of each employee as related to employment opportunities at Grays Harbor College.
- 2. To provide training and experience that will result in the most effective use of employees' skills in accomplishing the institutional goals, including:
 - a. New employee orientation;
 - b. Functional training such as accounting, data processing, office administration and a variety of job skills as required at Grays Harbor College;
 - c. System training such as WISHA, labor relation matters, HEPB orientation and general staff orientation;
 - d. Professional/technical training which has potential utilization at Grays Harbor College;
 - e. Management and organizational development training which has potential utilization at Grays Harbor College;
 - f. Off-hour training or continuing education programs which have potential utilization at Grays Harbor College.

The following are examples of educational opportunities which the institution will endeavor to provide:

1. Education to improve performance and productivity in current positions.
2. Education to provide employees with new skills and knowledge to meet requirements due to technological or other program changes at Grays Harbor College.
3. Education to provide employees with the skills and knowledge to qualify them for promotional opportunities within the institution.
4. Education to provide departmental or campus orientation and employee motivation.
5. Retraining for other positions within the institution for employees whose skills may have deteriorated due to physical disability.
6. Help to train employees to achieve upward mobility through a Degree Program or an approved vocational goal.

TRAINING OFFICER

An administrative representative from the Human Resource Office will be the training officer at Grays Harbor College and will be responsible for the coordination of all training programs for classified personnel. The training officer has the authority to implement training programs that have been reviewed and approved by the training committee and the college president. Specifically, the training officer will be responsible for:

1. Reviewing the institution's training activities with the training committee on a continuing basis.
2. Submitting necessary reports along with any recommendations to the president.
3. Using identified resources for the implementation of developed programs.
4. Assisting the training committee in establishing priorities for training activities and the developing of a resource budget for submission and approval through budgeting process. Resources may be defined as:
 - a. Release time;
 - b. Federal programs which reimburse tuition;
 - c. Institutional budget;
 - d. Classroom attendance and participation in approved coursework;
 - e. Facilities and equipment usage;
 - f. Institutionally sponsored workshops and seminars;
 - g. On-the-job training.
5. Requiring each employing official and/or supervisor to submit to the training officer, via the performance evaluation tool, a report that identifies present and/or future employee training needs.

6. Requiring each employee to submit documentation of all training activities.

TRAINING COMMITTEE

The training committee members will be appointed by the president of Grays Harbor College, and the committee will consist of the training officer, and seven classified employees. The terms will be three years for each classified member. The three year terms will begin in January with the president appointing two new members in August. The appointments will be staggered so that two terms will expire January 1 of each year. Any three members of the committee may request a special meeting, and a quorum of four classified staff members must be present in order to vote. The SDTC president will represent SDTC on the President's Cabinet.

Any actions or decisions of the training committee shall be subject to the approval or disapproval of the president of the college.

The committee will:

1. Elect officers and assign duties for a one year term.
2. Develop and maintain the institutional staff development program.
3. Actively participate in Staff Development and Training Committee meetings and sponsored events.
4. Address the training needs of individual employees and develop methods of establishing priorities for these needs.
5. Address the training needs of the institution and develop methods of establishing priorities for these needs.
6. Create and review the training program at least once a year.
7. Review and distribute resources and training budget allocations.
8. Address concerns from classified personnel about development training and matters. Utilize other college resources as needed.
9. Abide by the majority vote of the committee.
10. Keep and publish minutes of the proceedings of the committee.

EMPLOYEE SELECTION FOR TRAINING

Training involving coursework will be approved subject to the conditions outlined in the Personal Training Plan and Training Release Time sections.

TRAINING PLAN

Employees wishing to take courses at Grays Harbor College shall follow the procedures as outlined on the Personal Training Plan and as described below:

1. Establish, in writing, their training plan which will include the following:
 - a. Their educational career goal, i.e., degree, certificate program, vocational goal, and job related skills or knowledge;
 - b. A listing of the necessary coursework to help attain the goal;
 - c. The plan to achieve the career goal.

RELEASE TIME

Release time will be granted for attending classes if:

1. The class instruction is appropriate to the employee's approved personal training plan.
2. The course is taken for credit.
3. The release time requested is for not more than one five-credit course in any one quarter.
4. The release time is made up by compensable time or leave status is arranged and approved by the employing official. Appropriate compensable time is that which is made up in the same week in which it was taken.
5. The request is approved by the supervisor and/or the employing official. The following considerations will be taken into account in granting approvals.
 - a. The effect upon the proper processing of the work in the employee's department;
 - b. The feasibility of arranging appropriate compensable time, or the availability of approved leave time;
 - c. The number of employees seeking leave for this purpose from the same department during the same college quarter;
 - d. The timely submission of:
 - i. The personal training plan;
 - ii. The release time request, including the alternate work schedule, if applicable.

TRAINING COURSE OR SEMINAR ATTENDANCE

Employee release time during working hours for training courses, seminars, workshops and similar training activities will be with the approval of the supervisor and/or employing official.

TUITION AND FEE WAIVERS

Provisions for tuition and fee waivers for employees to attend courses offered at Grays Harbor College are stated in Grays Harbor College Board Policy 621. Any employee wishing to take courses at Grays Harbor College or any other institution of higher learning under the State tuition waiver will contact:

1. The Grays Harbor College Registrar for Grays Harbor College courses.
2. The Registrar for the particular college whose course work they wish to participate in.

TRAINING RECORDS

Training records will be maintained by the training officer and will be updated when the completion of additional training is reported by the employee.

UNDER-REPRESENTED GROUPS

It is the policy of Grays Harbor College to provide equal access for all individuals in the administration of the human resource function. This includes the hiring, training, and promotion of persons, in all job categories. This will be accomplished without regard to race, color, religion, creed, age, sex, sexual orientation, national origin, marital status, disability and/or status as a disabled or Vietnam-era veteran.

All human resource actions such as institution sponsored training, education, tuition assistance, and social and recreational programs will be administered so as to provide equal opportunity for all participants.