1.0 Classified Training and Development Program Objectives and Responsibilities

The Columbia Basin College (CBC) program for classified staff training and development is designed to support classified employees in developing occupational and professional skills at all levels of employment, resulting in an effective and economic use of employees' resources and skills in accomplishing institutional goals.

The President has designated the Vice President of Human Resources & Legal Affairs to be the Training Officer responsible for the assessment, development, implementation, and evaluation of classified training and development.

1.1 The development and training program will have the following general goals:

1.1.1 To implement and evaluate learning experiences based on the assessment of the institution's current and future classified employee training and development needs.

1.1.2 To provide employee orientations, required job-related training, and assistance with career planning.

2.0 Definitions

2.1 "Administrative employees" means supervisors responsible for supervising classified employees assigned to their administrative unit.

2.2 "Administrative unit" means a major administrative division of the College, such as Student Services, Library Services, or Instructional Services.

2.3 "Appointing authority" is defined as the lawful authority under WAC 357-01-025 and these procedures to make appointments of eligible persons to CBC positions and the authority to demote, suspend, reduce in salary, or dismiss an employee under his/her jurisdiction for just cause.

2.4 "Chief Executive Officer" means the President of Columbia Basin College.

2.5 "Classified employees" means those employees identified as classified by the Washington State Department of Personnel.

2.6 "Under-represented groups" means groups having fewer classified employees by racial or ethnic minority, handicap, or sex, within a class or job category than:

2.6.1 Would reasonably be expected by their availability; or

2.6.2 Are included in the institution's approved Affirmative Action Plan goals for that class or job category.

2.7 "Release time" means:

2.7.1 Time approved by the Vice President for Human Resources & Legal Affairs for all classified employees to participate in Training Committee sponsored Trainings and the annual In-Service Day. The time, date, location and content of such training activities

shall be as mutually agreed upon between the Training Committee and the Training Officer.

2.7.2 Time approved by the supervisor for all or individual classified employees to attend job related training, seminar or workshop, including public seminars, community education programs, conferences and vocational training (not during working hours lasting longer than one (1) week in duration).

2.7.3 Time approved by the supervisor and Vice President for Human Resources & Legal Affairs for all or individual classified employees to attend off-campus, non-academic training offered during working hours. Employees will be responsible for applicable fees and travel related expenses.

2.7.4 Time approved for the individual classified employee by the employee's supervisor and the Vice President of Human Resources & Legal Affairs for regular attendance to CBC or Washington State University at Tri-Cities college courses if the course is required by the employee's supervisor and is directly related to the employee's current position.

2.7.5 Time approved for the individual classified employee as approved by the employee's supervisor and the Vice President of Human Resources & Legal Affairs for training on new, updated, or modified equipment used for successful completion of the employee's work.

2.8 "Flex time" means:

2.8.1 Time approved for the individual classified employee by the employee's supervisor and the Vice President of Human Resources & Legal Affairs for non-required attendance in a course at CBC or Washington State University at Tri-Cities. Approval may be granted only if the needs of the department/division are met and the time spent in the class is made up during the course of the same workday. The details of the flex time arrangement will be captured in the flex time agreement.

2.9 "Resources" means such things as employee release time, budget allocations, classroom attendance, approved course work,

3.0 Training Officer

3.1 The Chief Executive Officer has designated a Training Officer who has the authority to coordinate, implement and administer all training programs for all classified employees. Specifically, the Training Officer shall be responsible for:

3.1.1 Assuring that administrators, supervisors and classified employees are cognizant of the intent, purpose and provisions set forth in this procedure.

3.1.2 Assisting administrative units, the training committee and the College's affirmative action officer in identifying employee training needs.

3.1.3 Identifying employee training needs as well as recommending training activities to meet those needs.

3.1.4 Assisting the training committee in establishing priorities for training activities.

3.1.5 Developing a resource budget for approval through CBC's budgeting process.

3.1.6 Implementing CBC's training activities according to approved priorities, and within the limitations of available resources.

3.1.7 Assuring continuous evaluation of all training activities to comply with affirmative action directives and the intent and purpose of this procedure.

3.1.8 Preparing all necessary documents for implementing, conducting and reporting training related activities.

3.1.9 Developing an annual report of the College's training activities.

3.1.10 Developing and maintaining an adequate records system of training activities.

4.0 Training Committee

The training committee will be composed of at least eight (8) classified representatives elected from the bargaining unit. Four (4) reps shall serve 2-year terms and four (4) shall serve 1-year terms. The chairperson will be elected by the committee members. In addition, the Training Officer shall serve as an ex-officio member of the training committee. The purpose of the training committee will be to recommend training and developmental programs to the Training Officer that will assist the College in meeting stated goals.

4.1 The training committee, in accordance with the Training Officer, is responsible for:

- 4.1.1 Reviewing employee training needs as identified by the Training Officer, affirmative action officer and individual classified employees (by use of the needs assessment survey and special requests).
- 4.1.2 Reviewing CBC's resources necessary to implement training programs and activities based upon identified needs.
- 4.1.3 Establishing training priorities using the following guidelines:
  - 4.1.3.1 Training to improve performance and productivity in current positions;
  - 4.1.3.2 Training to provide employees with new skills and knowledge to meet requirements engendered by technological or other program changes;
  - 4.1.3.3 Training to provide departmental or campus orientation and employee motivation;
  - 4.1.3.4 Training to provide under-represented employees with the skills and knowledge to qualify them for promotional opportunities within the district.
  - 4.1.3.5 Retraining for other fields of endeavor within the district for employees whose skills may have deteriorated due to physical disability.
  - 4.1.3.6 Training for employees for possible future promotional opportunities at CBC.
  - 4.1.3.7 Recommending budget allocation of resources necessary to implement training activities according to established priorities through the usual budget procedure.
  - 4.1.3.8 Reviewing, monitoring and auditing training activities in accordance with resources allocated, established priorities, and the intent and purpose of this procedure.
  - 4.1.3.9 Recommending to the Chief Executive Officer corrective action relating to non-compliance with the training aims and goals set forth in this procedure.

5.0 Training Activities

5.1 Classified staff development and training activities must comply with Washington State Department of Personnel rules and regulations. Training activities include the following:

- 5.1.1 New employee orientation:
  - 5.1.1.1 Informational packets from the Human Resources and Payroll departments are given to each new employee and include salary/benefit information and other related personnel policies.
  - 5.1.1.2 New employee orientation.

5.2 Training in job-related skill areas necessary for completion of the duties and responsibilities of one’s position (e.g., accounting, data processing, and office administration).

5.3 System training orientation such as health & fitness, safety and Affirmative Action.

5.4 Professional/technical training.

5.5 Management and organizational development training.

5.6 Specific training in the prevention, transmission and treatment of HIV and AIDS for employees who have a substantial likelihood of exposure to HIV or AIDS.

6.0 Administrative Units

6.1 The administrator, or designee, of each administrative unit shall be responsible for:

- 6.1.1 Identifying present and/or future employee training needs and activities in light of the administrative unit's function and each individual employee's performance, potential and felt need.
- 6.1.2 Identifying potential resources designed to provide training activities in light of identified needs.
- 6.1.3 Giving full cooperation to the Training Officer in the coordination, implementation and administration of CBC's training program.
- 6.1.4 Encouraging and allowing for release time (depending on work load) of classified employees to attend appropriate training in-service activities.

7.0 Classified Employees

7.1 Permanent classified employees will be responsible for:

- 7.1.1 Notifying their immediate supervisor of their desire to be included in the training program.
- 7.1.2 Following the written procedures for requesting:
  - 7.1.2.1 Release time to attend academic, job-related classes offered during working hours or to attend off-campus, non-academic training (workshop/seminar) offered during working hours;
  - 7.1.2.2 Payment of workshop/seminar fees;
  - 7.1.2.3 Payment of travel related expenses.

7.2 Ensuring that the Human Resources Office is aware of their educational and technical background by keeping their employment current.

7.3 Giving full cooperation in the process of identifying training needs.

7.4 Attending training activities (seminars, workshops, etc.) designed to meet identified training needs.

7.5 Reporting all training sessions, workshops, seminars, classes, etc., in which they have participated to their supervisor.

8.0 Training Records

All formalized training identified as training activities under this procedure will be recorded and kept on file in the Human Resources Office. Employees may submit any additional or new personal training accomplishment, including documentation, to the Training Officer for inclusion in their personnel file.