

# Chapter 200-600 WAC

## EMPLOYEE TRAINING AND DEVELOPMENT

### WAC

200-600-010	Who is responsible for employee training and development?
200-600-015	What are the employer's training and development responsibilities?
200-600-020	Can employers require employees to attend training?
200-600-025	What are the requirements for the employer's training and development plan?
200-600-030	How do agencies report their compliance with WAC 357-34-100 to the department?

**WAC 200-600-010 Who is responsible for employee training and development?** Employers, employees, and the department share the responsibility for employee training and development.

[Statutory Authority: 2011 c 43. 11-23-093, recodified as WAC 200-600-010, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. 05-01-195, § 357-34-010, filed 12/21/04, effective 7/1/05.]

**WAC 200-600-015 What are the employer's training and development responsibilities?** Each employer is responsible for:

- (1) Developing a training and development plan as prescribed by WAC 357-34-030; and
- (2) Providing employee orientation, required job-related training, and assistance with career planning.

[Statutory Authority: 2011 c 43. 11-23-093, recodified as WAC 200-600-015, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. 05-01-195, § 357-34-015, filed 12/21/04, effective 7/1/05.]

**WAC 200-600-020 Can employers require employees to attend training?** Employers may require employees to attend training that is job-related, meets an identified employer need, and/or is required by state or federal law. Required attendance during and/or outside of working hours is considered time worked and must be compensated in accordance with the civil service rules.

[Statutory Authority: 2011 c 43. 11-23-093, recodified as WAC 200-600-020, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. 05-01-195, § 357-34-020, filed 12/21/04, effective 7/1/05.]

**WAC 200-600-025 What are the requirements for the employer's training and development plan?** (1) The employer's training and development plan must be based on an assessment of the organization's employee training and development needs. The director or department may provide assistance to the employer in assessing the organization's need.

(2) The employer's training and development plan must state the employer's policies and objectives for employee training and development. The policies must address, at a minimum, the following:

- (a) Identification of the position(s) responsible for employee training and development;
- (b) Criteria for employee eligibility;

(11/17/11)

(c) Criteria for determining employees' work status while participating in employee training and development activities;

(d) Criteria for educational leave;

(e) Tuition reimbursement or fee waiver policy;

(f) Mandated training in accordance with state and federal regulations;

(g) Entry-level management/supervisory training;

(h) Assessment of employee training and development needs;

(i) Evaluation of the training and development programs; and

(j) Assignments for career development as described in WAC 357-34-050 and approval of such assignments by the employer's human resources office.

[Statutory Authority: 2011 c 43. 11-23-093, recodified as WAC 200-600-025, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. 05-01-195, § 357-34-030, filed 12/21/04, effective 7/1/05.]

**WAC 200-600-030 How do agencies report their compliance with WAC 357-34-100 to the department?**

Agencies as defined in RCW 41.06.020 must report to the department at least every two years regarding their compliance with WAC 357-34-100 and 357-34-105. These agencies must submit a statement signed by the agency head indicating the percentage of employees who are current in the required sexual harassment awareness and prevention training and the percentage of managers and supervisors who are current in the required roles and responsibilities training. Agencies will submit their statements as follows:

(1) Agencies with fifty or more full time equivalent employees must submit their statement to the department with the employer's affirmative action plan and affirmative action plan update.

(2) Agencies with twenty-five to forty-nine full time equivalent employees must submit their statement to the department with their small agency workforce profile.

(3) Agencies with fewer than twenty-five full time equivalent employees must submit their statement to the department with the agency's sexual harassment policy.

[Statutory Authority: 2011 c 43. 11-23-093, recodified as WAC 200-600-030, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. 07-23-010, § 357-34-125, filed 11/8/07, effective 12/11/07.]