Chapter 200-600 WAC

EMPLOYEE TRAINING AND DEVELOPMENT

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.

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 200-600-025; and
2. Providing employee orientation, required job-related training, and assistance with career planning.

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.

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;
   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.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER


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