

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.

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