

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Big Bend Community College, Community College District No. 18
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG. (Southwest Corner, Ground Floor)
OLYMPIA 98504

The enclosed rules Permanent rules , being Order No. 75-1
Emergency rules
relating to (Name of rules or description of subject matter)

WAC 132R-185 CLASSIFIED STAFF DEVELOPMENT AND TRAINING POLICY

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 5134 ① filed with the code reviser
on Mar. 3, 1975 ② were regularly adopted as permanent rules of
(date)
this institution at Moses Lake, WA on Feb. 11, 1975 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter 28B.19
RCW. The effective date of such rules shall be _____ ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding in the attached administrative order,
that the immediate adoption of these rules is necessary for the
preservation of the public health, safety, or general welfare and
that observance of the requirements of notice and opportunity to
present views on the proposed action would be contrary to the
public interest, were regularly adopted as emergency rules of this
institution at _____ on _____ and
(place) (date)
are herewith filed in the office of the code reviser pursuant to
chapter 28B.19 RCW.

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW and of the Open Public Meetings Act of 1971, chapter
42.30 RCW have been fulfilled.

Dated this 5th day of March 19 75.



Big Bend Community College
(INSTITUTION)
Robert J. Wallenstien
By Robert J. Wallenstien
President
Title

① Notice number as appears on the copy of notice returned to you by
reviser's office (if proceedings were continued, use no. of last notice)
② Stamped date as appears on the copy of notice returned to you by
reviser's office (if proceedings were continued, use date of last notice)
③ Unless a later date is specified in this order or is prescribed in
another statute, rules are effective 30 days after filing:
RCW 28B.19.050(2). Leave this space blank except in such special cases.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18

RESOLUTION NO. 75-1


WHEREAS, pursuant to the powers vested in us by RCW 28B.50.140, and because of the requirements of RCW 28B.19, we, the Board of Trustees for Washington State Community College District No. 18, do hereby find that the preservation of the general welfare of Big Bend Community College requires an adoption of rules governing classified staff development and training for Community College District No. 18;

NOW, THEREFORE, BE IT RESOLVED that the attached Classified Staff Development and Training Policy, WAC 132R-185, is hereby approved and adopted as permanent rules of Big Bend Community College.

BE IT FURTHER RESOLVED that this resolution and attached regulations shall be forwarded to the Code Reviser for filing.

ADOPTED at a regular meeting of the Board of Trustees of Community College District No. 18, State of Washington, on February 11, 1975, with a quorum of such Board members duly present after notice of such meeting had been duly given as required by law.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18


Chairman

ATTEST:


Secretary

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Big Bend Community College, Community College District No. 18
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG. (Southwest Corner, Ground Floor)
OLYMPIA 98504

The enclosed rules Permanent rules , being Order No. 75-1
Emergency rules
relating to (Name of rules or description of subject matter)

WAC 132R-185 CLASSIFIED STAFF DEVELOPMENT AND TRAINING POLICY

Handwritten signature: Joe [unclear]

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 5069 ① filed with the code reviser
on Jan. 14, 1975 ② were regularly adopted as permanent rules of
(date)
this institution at Moses Lake, WA on Feb. 11, 1975 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter 28B.19
RCW. The effective date of such rules shall be _____ ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding in the attached administrative order,
that the immediate adoption of these rules is necessary for the
preservation of the public health, safety, or general welfare and
that observance of the requirements of notice and opportunity to
present views on the proposed action would be contrary to the
public interest, were regularly adopted as emergency rules of this
institution at _____ on _____ and
(place) (date)
are herewith filed in the office of the code reviser pursuant to
chapter 28B.19 RCW.

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW and of the Open Public Meetings Act of 1971, chapter
42.30 RCW have been fulfilled.

Dated this _____ 18th _____ day of February 19 75.

Big Bend Community College
(INSTITUTION)
Robert J. Wallenstien
By ROBERT J. WALLENSTIEN
President
Title

- ① Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- ② Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
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RCW 28B.19.050(2). Leave this space blank except in such special cases.

Chapter 132R-185

CLASSIFIED STAFF DEVELOPMENT AND TRAINING POLICY

NEW

WAC 132R-185-010 PURPOSE. Pursuant to WAC 241-24 and the district Affirmative Action Program, it shall be the policy of Community College District No. 18 to provide a classified staff development and training program designed to:

- (1) Raise the qualifications of all employees at all levels of employment;
- (2) Provide opportunities for continued upward mobility;
- (3) Identify under-represented groups and provide special training and consideration for such groups; and
- (4) Provide work experience and training which will result in the most effective and economic use of classified employees for accomplishing institutional goals.

In order to coordinate, implement and administer all training programs for all classified employees, a Training Officer will be designated with authority and responsibility as set forth. A Training Committee whose membership includes representatives from the administrative and classified employees will be appointed for the purpose of identifying training needs, formulating and developing training programs, establishing training priorities, reviewing and auditing the effectiveness and progress of training programs.

NEW

WAC 132R-185-020 DEFINITIONS. As used in the context of this policy and procedure:

- (1) "Administrative employees" means supervisors responsible for supervising classified employees assigned to their administrative unit.
- (2) "Administrative unit" means a major administrative division of the college district such as Student Personnel Services, instruction, library, fiscal operations, plant operations.
- (3) "Chief administrative officer" means the President of Community College District No. 18.
- (4) "Classified employees" means those employees identified as classified by the Higher Education Personnel Board (HEPB).
- (5) "District" means Community College District No. 18.
- (6) "Under-represented groups" means classified employees identified as such by WAC 251-04-020.
- (7) "Resources" means such things as employee release time, federal programs which reimburse tuition, budget allocations, classroom attendance, approved course work, district-sponsored workshops and seminars, on-the-job training, facilities and equipment usage, etc.

NEW

WAC 132R-185-030 TRAINING ACTIVITIES. Classified staff development and training activities must comply with the intent and purpose set forth. Pursuant to HEPB rules and regulations, training activities must include the following:

- (1) New employee orientation;
- (2) Functional training such as accounting, data processing, office administration and job skills;

- (3) System training such as WISHA, labor relation matters, HEPB orientation, etc.;
 - (4) Professional/technical training;
 - (5) Management and organizational development training;
- and
- (6) Off-hour training.

In addition to minimum HEPB requirements, training activities should include:

- (1) General employee orientation;
- (2) Interpersonal relationships;
- (3) Public relations;
- (4) Institutional objectives; and
- (5) Motivational training.

NEW

WAC 132R-185-040 TRAINING OFFICER. The chief administrative officer shall designate a Training Officer with authority to coordinate, implement and administer all training programs for all classified employees in accordance with approved priorities and district resources allocated. Specifically, the Training Officer shall be responsible for:

- (1) Assuring that administrative officers, supervisors and classified employees are cognizant of the intent, purpose and provisions set forth in this policy and procedure.

- (2) Assisting administrative units, the Training Committee and Affirmative Action Officer in identifying present and/or future employee training needs and activities.

- (3) Requiring administrative units to submit an annual report which identifies present and/or future employee training needs and activities, as well as recommending resources necessary to implement a training program in accordance with such training needs.

- (4) Assisting the Training Committee in establishing priorities for training activities and developing a resource budget for submission for approval through the district budgeting process.

- (5) Submitting the district classified development and training plan to the Director of HEPB for approval.

- (6) Implementing district training activities in accordance with resources committed and pursuant to approved priorities.

- (7) Continuous evaluation of all training activities to insure compliance with affirmative action and the intent and purpose of this policy.

- (8) Developing any and all forms necessary for the implementation, conduct and reporting under this policy and submitting such forms for approval by the Forms Officer.

- (9) Submitting an annual report of the district's training activities to the Training Committee and Board of Trustees.

- (10) Developing and maintaining an adequate records system of training activities.

NEW

WAC 132R-185-050 TRAINING COMMITTEE. The chief administrative officer shall be responsible for appointing members of the Training Committee. The membership of the Training Committee shall be two supervisors, one administrative member, and two members of the classified staff. The Training Officer will be an ex officio, non-voting member of the Training Committee. Members of the Training Committee shall elect a chairperson.

The Training Committee, in cooperation with the Training Officer, shall be responsible for:

(1) Reviewing present and/or future employee training needs as identified by administrative units, Training Officer, Affirmative Action Officer, and individual classified employees.

(2) Reviewing district resources necessary to implement training programs and activities based upon identified needs.

(3) Establishing training priorities using the following guidelines:

(a) Training to improve performance and productivity in current positions;

(b) Training to provide employees with new skills and knowledge to meet requirements engendered by technological or other program changes;

(c) Training to provide departmental or campus orientation and employee motivation;

(d) Training to provide under-represented employees with the skills and knowledge to qualify them for promotional opportunities within the district;

(e) Retraining for other fields of endeavor within the district for employees whose skills may have deteriorated due to physical disability;

(f) Training for employees for possible future promotional opportunities within the district; and

(g) Training for trainee employees which allow upward mobility into regular classified positions.

(4) Recommending budget allocation of resources necessary to implement training activities according to established priorities through the usual budgeting procedure.

(5) Reviewing, monitoring and auditing training activities in accordance with resources allocated, established priorities and the intent and purpose of this policy.

(6) Recommending to the chief administrative officer corrective action relating to non-compliance with training aims and goals set forth in this policy and procedure.

NEW

WAC 132R-185-060 ADMINISTRATIVE UNITS. The administrative officer, or his designee, of each administrative unit shall be responsible for:

(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.

(2) Identifying potential resources designed to provide training activities in light of identified needs.

(3) Submitting an annual report to the Training Officer and Training Committee which includes the provisions set forth in (1) and (2) above.

(4) Giving full cooperation to the Training Officer in the coordination, implementation and administration of the district training program.

NEW

WAC 132R-185-070 CLASSIFIED EMPLOYEES. Classified employees will be responsible for:

(1) Notifying their immediate supervisor of their desire to be included in the training program.

(2) Ensuring that the district is aware of their educational and technical background by keeping their employment records current.

(3) Ensuring that their present work record is such that they would be considered for promotional opportunity.

(4) Giving full cooperation in the process of identifying present and/or future training needs.

(5) Attending training activities designed to meet identified training needs.

NEW

WAC 132R-185-080 EMPLOYEE TRAINING RECORDS. All formalized training identified as training activities under this policy will be recorded in a master file as well as in the personnel file of the affected employees. Employees may submit any additional or new personal training accomplishment, including documentation, to the Training Officer for inclusion in their personnel file.

A copy of this policy and procedure and all records pertaining thereto, except those of a confidential nature, shall be kept on file in the Training Officer's office for review by all classified employees and appropriate parties.