

1.0 PURPOSE

- 1.1 Big Bend Community College (BCC) provides professional development and personal growth opportunities for faculty, administrative/exempt, and classified staff. The college identifies individual and group training needs and provides development opportunities to enhance the quality of instruction and service to students and align with the college's mission and strategic priorities.
- 1.2 BCC is responsible for developing a training and development plan which meets the needs of the organization and complies with the requirements of accreditation, Washington Administrative Code (WAC) 357-34, and other related mandates. The plan shall include components of employee orientation, required job-related training, and professional growth.
- 1.3 This training and development procedure establishes both the rules which support employees in developing occupational/professional skills and assigns responsibility for administration of this procedure.
- 1.4 The Vice-President for Human Resources and Labor is responsible for the initial and ongoing assessment of organizational and employee training and development needs and for the development and implementation of training and development programs that meet those identified needs. This responsibility includes:
 - 1.4.1 Developing and administering a budget for a training and development plan.
 - 1.4.2 Maintaining adequate records of activities.
 - 1.4.3 Building employment-specific training plans and coordinating those plans with college/department development activities.
 - 1.4.4 Assessing and evaluating the overall effectiveness of training and development activities college-wide.

2.0 SCOPE

- 2.1 This procedure applies to all full-time and part-time employees of Big Bend Community College. Employees covered under a collective bargaining agreement should refer to that document for specific rules or processes pertaining to training and professional development.

3.0 DEFINITIONS

4.0 PROCESS

- 4.1 The college president and vice-presidents are responsible for supporting this training and development plan, and further, for developing and implementing the educational and service-related training and development elements that are specific to organizational units' needs.

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- 4.2 Each supervisor is responsible to ensure that assigned faculty and staff are given the appropriate training and development assignments necessary to provide the optimum circumstances for success. Further, each supervisor shall evaluate the performance of assigned faculty and staff as required by the applicable rule or collective bargaining agreement, providing feedback and input into performance and development.
 - 4.3 Employees are responsible to meet and strive to exceed the standards established for work accomplishment and conduct, to improve work effectiveness, and to perform at the highest competency levels possible throughout their employment.
 - 4.4 Employees may be required to attend job-related training that meets an identified organizational need or is required by state or federal law. Required attendance during and/or outside of working hours shall be considered time worked and compensated in accordance with relevant college policy, procedures, regulations, or collective bargaining agreement
 - 4.5 Training and development plan components will be developed and implemented based upon periodic assessment of organization and/or employee training and development needs. Assessment will utilize information gathered from, but not limited to, on-going review of performance appraisal system results, risk management issues, emerging trends, implementation of new programs, technologies or regulations, or opinion survey of employees and supervisors.
 - 4.6 All faculty and staff who can benefit from a training program's content are eligible to enroll and participate in that program, subject to any limitations placed upon participation by either the institution or by that employee's supervisor. Enrollment requires prior supervisory approval and/or the employee may attend on non-working time where attendance is voluntary and the subject matter is not job-related (i.e., does not directly aid the employee in handling his/her present job better).
 - 4.7 BBCC reserves the right to periodically identify and require participation in training programs determined by the appointing authority to be critical to the on-going effectiveness of the organization. These required trainings may be employment category specific and participation required respectively. Completion of the training program will be considered a condition of employment and failure to attend may be cause for disciplinary action, up to and including termination, non-renewal and/or removal from the current position consistent with applicable rules, collective bargaining agreements, or procedure.
 - 4.8 All BBCC supervisors must complete a training program designed to ensure competency in the skills and knowledge necessary to effectively carry out the responsibilities supervision. New supervisors must be enrolled in the training program within six months of appointment, unless later enrollment is

specifically granted by the Vice-President of Human Resources & Labor. Supervisor positions are those identified by the Vice-President of Human Resources & Labor, but in general are those positions with supervisory responsibility for faculty or staff.

- 4.9** The supervisory training program contains a minimum of twenty-four (24) hours of instruction topics required under WAC 357-34 or as identified by BBCC. The program will include the following elements:
- 4.9.1** Role and legal responsibilities of a supervisor.
 - 4.9.2** Performance management, including employee performance evaluation, development, counseling/coaching and discipline.
 - 4.9.3** Employee motivation, recognition and rewards.
 - 4.9.4** Communication skills and principles.
 - 4.9.5** Leadership styles and methods.
 - 4.9.6** The Vice-President of Human Resources & Labor may include additional topics based on the importance of the topic to the overall effectiveness of Big Bend Community College.
 - 4.9.7** Completion of the supervisory training program is a condition of employment as a supervisor at BBCC. Failure to complete the required training will be cause for termination, non-renewal, and/or removal from the supervisory position consistent with applicable rule or procedure.
- 4.10** Department budgets will include funds to be used for department-specific training and development needs.
- 4.11** Supervisors are responsible for reviewing individual employee training needs and progress; providing training for employees to qualify them for other opportunities within the college; providing employees with training to meet requirements resulting from program or technology changes; facilitating procedural training, such as FERPA, safety, and use of college equipment and resources; and providing training for departmental or campus orientation.
- 4.12** Employees are responsible for notifying their immediate supervisor of their desire to be included in training opportunities and their job-related personal goals and objectives; ensuring the college is aware of their educational and technical backgrounds; enlisting the assistance of the immediate supervisor to determine how their individual/personal goals relate to institutional goals; ensuring that their present work record is such that they would be considered for promotional opportunity; and effectively utilizing and implementing training opportunities.
- 4.13** A limited amount of funds are available for employee training and development. Supervisor approval for use of funds will be based on the appropriateness of the request for training/development and the availability of funding. Supervisor approval for the training must be obtained prior to requesting funds. The request may be submitted to the supervisor through email and should include the date(s) and time of the training activity, the cost

of registration, and necessary travel expenses, the amount of time away from work, and a brief explanation of how the training activity will benefit the employee's work and responsibilities at the college. The employee and/or department is responsible for making arrangements and submitting appropriate paperwork such as travel requests, invoice vouchers, etc.

- 4.14** Employees and/or supervisors are encouraged to provide feedback to the Vice-President of Human Resources & Labor regarding the quality and effectiveness of the training for reporting purposes and for use in referring other employees to training. In some cases, participants may be requested to submit a written report on training activities.