

## Libraries Training Guidelines

**Training eligibility and definition:** All civil service, collective bargaining unit covered, administrative professional, and faculty employees are eligible for training.

*Training at WSU is defined as* “One or a series of formal, planned activities which are instructional in nature and are developed for the purpose of conveying course content leading to the acquisition of demonstrable knowledge, skills, and abilities.”

### 1. Training that is considered time worked, and for which the employee must be paid.

- **Required or mandated training** is job related, meets an identified employer need, and/or is required by state or federal law.

**Directed training** is any training that is required by the employee’s supervisor.

- Examples include new employee and employee benefits orientation; environmental health and safety training; equity and diversity training; management and supervisory training for supervisors; and training in the skills, knowledge, abilities, and attitudes needed for employees to safely and efficiently perform their jobs.
  - Technical Training is a training method designed to provide minimum skills necessary to perform required duties of the current position.
  - Proficiency Training is a training method for permanent employees designed to correct a deficiency identified in reviewing work plans or performance appraisals; or to provide additional knowledge which would improve performance in the current position.
- **Encouraged training** is training that is not required, but is strongly encouraged by an employee’s supervisor or department.
    - Examples include Learning breaks, open house presentations by library units, etc.

- If training that is considered time worked occurs outside normal working hours, a temporary schedule change/reassignment of hours may be used; otherwise overtime will be paid in accordance with the Fair Labor Standards Act. Prior approval/notification from the supervisor is required.

**2. Release time for training.** *Definition:* Release time is the time when an employee is released from normal work duties and compensated at the regular rate of pay to attend an approved training program. It is available for non-required training. (BPPM 60.72)

- **Amount of release time granted:** Full time university employees may use up to 96 hours of release time per fiscal year for training purposes. Part-time employees may use hours of release time prorated according to their FTE percentage.
- **Eligibility:** Employees working less than 50% FTE, probationary employees, and employees paid solely on an hourly or piece basis are not eligible for release time for training, although they may attend directed training.
- **Eligible training programs:** in-service programs offered through any university unit, and programs offered through a reputable non-WSU organization if the training promotes professional or job skill development.

- Developmental Training: Training for permanent employees designed to develop skills or provide knowledge which will enhance an employee's opportunity for promotion.
- Examples include HRS and/or WSU Libraries instructor led training and online learning classes, such as leadership development training, as well as training from approved sources outside WSU.
- **Training ineligible for release time for training:**
  - Academic classes taken under the fee waiver program
  - Hours spent attending training outside of regular work hours
- **Requests for release time for training** are made to an employee's supervisor; see "Procedures to Request Training".
  - Denial of release time requests
    - Requests may be denied if an employee has already used up all eligible release time hours for the fiscal year. Requests may also be denied for the following reasons: Temporary shortage of personnel; Seasonal work commitments; Temporary work-related emergencies.
    - An employee must be permitted to take the same or equivalent training at another time within one year of the denial date.
    - Employees may report patterns of repeated denials when supervisors do not provide justification for denials or make alternate arrangements to Human Resource Services.

### 3. Role of the supervisor

#### A. Determination of training categories

- The supervisor approves training requests and determines whether training is considered time worked or part of the 96 hour allotment of release time for training.
  - Even if the training is requested by the employee, the supervisor may designate it as time worked rather than as part of the 96 hours of release time.
  - When making the decision, the supervisor may consider several criteria, such as the following:
    - how directly related is the training to the essential/assigned responsibilities of the position?
    - how much new knowledge or skill might the employee gain?
    - how much would the training improve the employee's performance?
    - how useful would the additional knowledge or skill be to the employee's position and to the departmental unit?
    - how often would the additional knowledge be used in the position?
    - how broadly is personal growth training related to responsibilities or career advancement?

#### B. Record keeping

- **Reporting training time to HRS**

- HRS training offerings and library-wide in-house training are reported through the official Training Management System administered by HRS. Both online course activity and attendance in live training sessions is recorded by this system.
- Appropriate outside training may be self-reported to HRS. For more information contact HRS at 335-4521.
- Records of all WSU Online Learning course activity and records of all instructor led training attended since January 1, 2007 can be viewed from within the employee's Online Learning account. All other instructor led training prior to January 1, 2007 can currently be viewed from the HRS Training Home Page under 'Archived Training Records'.
- **Tracking release time (96 hours)**
  - The employee department is responsible for tracking hours of release time for departmental employees. Release time for training should be entered as 'training leave' on time or leave reports.

#### **4. WSU Online Learning Resources (SkillSoft)**

- All WSU Online Learning classes taken as time worked or as release time, or for which the employee wishes to be paid, must be approved in advance by the supervisor.
- The supervisor will determine whether approved Online Learning classes are taken as time worked or as release time. Online Learning classes taken outside of work hours are not eligible for release time.
- Although supervisors may authorize temporary schedule changes to work hours, such schedule changes must be approved in advance by the supervisor.
- Online Learning classes taken outside of work time for personal development can be done on the employee's own time using non-university resources.
- State Ethics rules regarding appropriate use of state resources, including time, apply to Online Learning classes.
- Equipment in the MMR area may be used for Online Learning classes if an employee's workstation is not felt to be a good environment for independent study.

#### **5. Academic classes**

- Supervisors may approve employee attendance for academic classes and determine if/how absence during the work day due to class time can be made up. Supervisors may deny requests if the essential duties of the position must be performed by the employee during class meeting times; for temporary shortage of personnel; for seasonal work commitments; and for temporary work related emergencies.
- Academic classes taken through the fee waiver program may be considered as time worked if the supervisor so decides; the fee waiver form will indicate "This class is related to the employee's current

position and is considered part of the work assignment. No makeup is necessary.” See page 2 of the Libraries’ Fee Waiver Approval form for instructions. The 96 hours of release time for training may not be used for academic classes.

- WSU employees may register to audit classes without being enrolled at WSU, but enrollment is required for credit hours. Instructions are given in the Business Policies and Procedures Manual 60.70.

Fee Waiver Forms:

- 1) Libraries’ Fee Waiver Approval form and instructions:  
[http://www.wsulibs.wsu.edu/general/lao/forms/fee\\_waiver.pdf](http://www.wsulibs.wsu.edu/general/lao/forms/fee_waiver.pdf)
- 2) University Tuition Fee Waiver Request (Fall/Spring) form:  
<http://www.wsu.edu/~forms/PUBPDF/60-70-6-7.pdf>
- 3) University Summer Educational Benefits form:  
<http://www.wsu.edu/~forms/PDF/BPPM/60-73-5.pdf>

**6. Training Plans** - Supervisors and employees may mutually develop training plans for employees.

- *Purpose:*
  - That training programs will provide for the full development and utilization of the human resources potential of the staff in conformance with the institutional values and strategic plan of WSU.
  - To ensure continuous staff development ... in order for WSU to increase the knowledge, skills and abilities of employees to meet both present and future needs of the departments and the organization.
  - To assist in the implementation of a statewide program of career development which will attract and retain persons of superior ability and potential for development.
- *Assignments for career development purposes* as listed in WAC 357-34-050
  - Supervisors may make planned training assignments for employee development without incurring reallocation or compensation obligations.
  - The supervisor and employee will mutually agree in writing, including time limits, to assignments identified.

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