TRAINING POLICY (Revised June 2001)

1. **Purpose:** Kitsap County recognizes that its employees are its most important resource. The purpose of training is to promote the development of County employees in order to:

   a. Improve the quality of services rendered to the citizens of Kitsap County.
   
   b. Provide for career advancement within the County service.
   
   c. Provide greater organizational stability and flexibility to adapt to changing demands and technological requirements.
   
   d. Maximize the use of internal resources and capabilities.
   
   e. Provide the County with a more skilled, competent and motivated workforce.

2. **Priorities:** The priorities for committing resources toward training activities are:

   a. Meeting mandatory training requirements established by regulating agencies or authorities, (e.g. OSHA, State regulations, County policies, Federal regulations, etc.) This does not apply to professional licenses required as a condition of employment.
   
   b. Developing specific skills necessary to perform job assignments safely and effectively.
   
   c. Developing skills necessary to provide operation flexibility.
   
   d. Career development.

3. **Meeting Training Needs:** Training needs should be met first through participation in the Kitsap County Employee Associations and the on-campus training sponsored by Training Services. When training needs cannot be met through existing internal systems, other providers and sources shall be considered. Location, accessibility, and cost are factors in identifying primary locations and activities. Training opportunities and associated travel cost should be pursued within the State of Washington or other locations within the region of equivalent distance and cost. Exceptions shall be considered for programs that are not available within those areas, long distance travel that is less costly than regional travel or to allow senior managers and Elected Officials to participate in the national programs of their respective professional associations. The authorization
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for travel rests with the Employing Official. Travel and training is not a guaranteed benefit.

2.4. Budgetary Guidelines: Budget proposals and expenditures for travel and training shall be considered in the context of competing demands for expenditures in other areas including personnel and equipment, capital improvements, etc.

5. Approval Procedures:

a. Employing Officials are responsible for determining training needs and approving both internal and external training programs or classes for their employees. All planned travel and training expenditures must be approved in advance by the Employing Official or his/her designee.

b. Only Elected Officials or their designee may authorize out-of-state travel by employees, and such approval must be obtained in advance of the travel.

6. Tuition Reimbursement: The County shall not reimburse for tuition in situations where the employee is working towards a college degree. The County may reimburse for tuition for courses taken at colleges, technical/vocational schools that are job related or improve job related skills, if approved by the Employing Official. To receive reimbursement, proof of successful completion of the course must be submitted with the reimbursement request. (Successful completion requires a grade of “B” or better, or a passing mark from those institutions where traditional rating systems are not used.)

7. For courses which include a combination of personal enrichment, career development, and job related skill development, the employee may be required to pay a portion of the course fee and/or attend on the employee’s personal time. The Employing Official shall determine which courses meet this criteria.

7. Employee & Volunteer Eligibility: All Kitsap County regular, full-time and extra-help employees and Kitsap County volunteers are eligible to participate in training opportunities offered by Kitsap County. Regular full-time and part-time employees receive priority for class space; extra-help employees and volunteers register on a space available basis.

8. Registration Fee: The sponsoring department is responsible for paying registration fees for employees and volunteers who participate in Training Services sponsored training activities. The course registration fee will be assessed via inter-fund billing.
Computer software registration fees will not be assessed to General Fund departments for employees participating in computer software training. Computer software registration fees will be assessed to non-General Fund departments for employees participating in computer software training. The software training registration fee for non-General Fund employee participation will be assessed via inter-fund billing.

9. No Show Fee: Failure to cancel registration for in-house courses by the published RSVP date will result in assessment of a no show fee equivalent to the regular, non-subsidized, course registration fee. The No Show Fee applies to both General Fund and non-General Fund departments.