

EMPLOYEE LEARNING AND DEVELOPMENT PROGRAM

1. PROGRAM PURPOSE

In furtherance of Kitsap County’s vision to foster employee development, Kitsap County Human Resources will provide employees with opportunities to participate in strategically directed learning and development. These opportunities will help ensure that our workforce:

- Understands Kitsap County’s mission, vision and goals
- Develops and builds upon knowledge, skills, abilities, and competencies specific to fulfilling organizational and departmental objectives and responsibilities associated with the employee’s role
- Understands and facilitates a safe work environment
- Learns about and supports process improvement endeavors
- Is positively affected, which results in an engaged, satisfied and motivated workforce
- Remains flexible and can adapt to changing demands and technology requirements
- Actively engages with our citizens while providing quality services

2. LEARNING AND DEVELOPMENT ACTIVITIES AND PRIORITIES

Employee learning and development activities may include, but are not limited to:

- On-the-job learning and development
- On site presentations, seminars, workshops, and classes
- On-demand learning via online sites and Massive Open Online Course (MOOCs) sites.
- Workshops, seminars and conferences sponsored by professional organizations

3. HUMAN RESOURCES RESPONSIBILITIES:

- Human Resources is responsible for the identification and implementation of the organizational employee learning and development plan.

The Human Resources Analyst for Employee Learning and Development serves as the chair of the Employee Learning and Development Committee.

4. EMPLOYEE LEARNING AND DEVELOPMENT COMMITTEE RESPONSIBILITIES

The Employee Learning and Development Committee will meet at least twice yearly to review the learning and development plan and provide input regarding additional needs.

5. LEARNING OR DEVELOPMENT OPPORTUNITY LOCATIONS

- Learning or development priorities should be met first through on-site or on-demand resources. .
 - Location, accessibility, and cost are factors in identifying primary locations and activities. When learning or development priorities cannot be met by on site or on-demand activities, opportunities should be pursued within the State of Washington or other locations that are within the region and of equivalent distance and cost.
 - Exceptions for out-of-state learning or development locations will be considered for activities that are unavailable within the State of Washington.
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Appendix J

- Exceptions will also be considered for out-of-state learning or development locations that allows senior managers and Elected Officials to participate in national programs of their respective professional associations.

6. **TRAVEL AUTHORIZATION FOR LEARNING AND DEVELOPMENT**

Travel authorization rests with the Employing Official.

7. **TUITION REIMBURSEMENT**

- At the discretion of the employing official, the sponsoring office or department may reimburse tuition for job-related courses taken at colleges technical, or vocational schools.
- The Employing Official will determine which courses meet this criteria.

8. **ELIGIBILITY FOR LEARNING AND DEVELOPMENT OPPORTUNITIES (EMPLOYEES AND VOLUNTEERS)**

- All Kitsap County regular, full-time, and extra-help employees, Kitsap County volunteers, and Kitsap County interns are eligible to participate in learning and development opportunities offered by Kitsap County.
- Regular full-time and part-time employees receive priority for class space.
- Extra-help employees, volunteers and interns register on a space available basis.

9. **NO SHOW FEE ASSESSMENT**

- Failure to cancel registration for Human Resources sponsored learning or development activities at least two days before the event 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 offices and departments.
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