

PERSONNEL

Staff Development

Additional training and study are prerequisites for continued growth and ability to understand increased responsibility and/or to satisfy new demands facing the staff member. Staff are encouraged to gain additional job-related skills through special study or inservice training.

To receive credit for special study or inservice training, the following conditions must be satisfied:

1. Credit must be awarded by an institution accredited for such purposes by the state of Washington;
2. The program of study shall be such that it shall result in improving the staff member's knowledge, technique or job skills in the field in which he/she is currently employed.

Unless otherwise specified, courses and inservice programs conducted or sponsored by the district are not eligible for credit; neither are inservice activities performed during school hours as an integral part of employment.

Staff who seek credit for approved study shall submit a record and description of the course to the personnel office.

Training in Unique Area of Technology or Specialty Skill Area: Conditions

From time-to-time, the district is in need of having certain individuals trained in a unique area of technology or specialty skill area to such a level of knowledge and/or proficiency and expertise that a given employee would not normally bring the needed knowledge or skill level to the job. The district, under such circumstances, shall provide the training or a training opportunity from outside the district to an identified employee(s), at district expense, when such is economically desirable to contracting or engaging a consultant. The training may take place during or in addition to the normal workday of the identified employee.

It shall be a condition of receiving the training that the trained employee(s) shall return from the training and maintain district employment for a minimum of one (1) year from the date of completion of training (training costing less than \$1,500 per class shall not be governed by this policy). The superintendent or designee shall inform the individual of this condition of employment in taking the training and enter into any appropriate contractual arrangements with the individual prior to commencement of the training.

In the event the individual so trained desires to leave the district or is terminated for cause during the one (1) year period immediately following completion of the training, the employee shall, before separating employment, pay back to the district, or enter into a payment schedule contract with the district, that which reflects a pro-rated reimbursement of workshop training costs related to the specialty training provided to the individual by the district. This return on the district's investment is intended to offset any costs the district may incur in identifying and training a competent replacement employee. In the event that an employee becomes incapacitated due to illness or on-the-job injury, the repayment requirement will not apply. The payback to the

district or the payment schedule contract shall recoup the cost of training with a credit of one-twelfth (1/12th) of the cost of each month actually worked during the one-year period immediately following the training. The superintendent or designee is responsible to either secure repayment of such costs, according to the formula stated above, from the employee before separation, or have the departing employee execute a contract of payment.

All positions that require special training or expertise will be posted in accordance with bargaining unit contracts and district policy.

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