

300 PERSONNEL, continued

324 Staff Development

The Board is committed to the continued training and professional growth of every staff member. The Board encourages all employees to participate in ESD staff development programs. The ESD shall provide, within available resources, training opportunities for all staff.

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324 Staff Development, continued

R324.1 Definitions:

Staff development is defined as any training provided or funded by the ESD for ESD employees. Staff development may include, but not be limited to:

Inservice -- Job-related seminars or training programs which are the responsibility of the program within which the staff is assigned.

Apprenticeship -- On-the-job experience and training program.

Tuition Reimbursement -- Partial tuition reimbursement for job-related courses for classified employees.

Management Training -- A planned series of seminars or workshops developed to encompass basic managerial skills.

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R324.2 Inservice

Supervisors are encouraged to provide opportunities for staff development and arrange time for employees to attend workshops and inservices at a minimum of one per year.

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R324.3 Apprenticeship Program

The ESD encourages employee participation in the Washington Public School Classified Employees Apprenticeship Program.

R324.3a The apprenticeship program will require a minimum of 2,000 hours on-the-job experience.

R324.3b The apprenticeship program will include a minimum of 144 hours (14 credits) of classroom instruction per year.

R324.3c On-the-job experience and/or education requirements may be waived if apprentice verifies related experience and/or education.

R324.3d Salary Schedule Placement – Paraeducator Apprentices

- 1) New employees in paraeducator positions will be placed at the Paraeducator I apprentice level (Level B) of the Classified Salary Schedule. Criteria for initial placement at the Paraeducator II level are listed in Administrative Regulation R306.2b1, Salary Schedule Placement.
- 2) Paraeducators actively participating in the apprenticeship program will advance one step on salary schedule Level B each time 1000 hours on-the-job training is completed (not to exceed the maximum hours provided in the apprenticeship program and not to exceed Step 4), or annually on their anniversary/step increase date, whichever comes first.
- 3) Paraeducator I employees will advance to the Paraeducator II level of the salary schedule upon attainment of journeyman status or upon recommendation of the department administrator, based on the following criteria:
 - a) candidate has a Washington State Instructional Assistant Journeyman card; or
 - b) candidate meets the standards of the Elementary and Secondary Education Act (ESEA) by completing two years of study at an institution of higher learning (equivalent to 72 quarter hours), has obtained an associates degree or higher, or demonstrates a rigorous standard of quality through a formal state or local assessment; or

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R324.3	Apprenticeship Program, continued
R324.3d	Salary Schedule Placement – Paraeducator Apprentices, continued <ul style="list-style-type: none"> c) candidate provides confirmation of formalized training directly related to required courses in the apprenticeship program, a minimum of three (3) years directly related experience, and demonstrated competency in the apprenticeship standards in which they are enrolled.
R324.3e	Tuition Reimbursement
R324.3e	<ol style="list-style-type: none"> 1) Upon satisfactory completion of program core courses for standardized apprenticeship occupations, participants will be reimbursed at the current state apprenticeship rate for tuition costs annually, upon request. 2) Requests for tuition reimbursement must be submitted to the division administrator or his/her designee no later than June 30 accompanied by documentation of credit fee and receipt for payment. 3) Only tuition incurred at the subsidized apprenticeship rate will be reimbursed.
R324.3f	<p>Plant Programs</p> <p>Plant programs are defined as apprenticeship programs developed and approved for occupations in an agency for which there are no state standards.</p> <p>ESD employees enrolled in plant programs will progress on the salary schedule according to salary schedule guidelines.</p> <p>ESD employees enrolled in plant programs may receive reimbursement for tuition for program core courses. Approval must be obtained from the division administrator prior to enrolling in the course.</p>

Amendments to R324.3

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R324.3a amended 2-20-90; 2-25-97

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R324.3c1 deleted 2-25-97
R324.3c amended 2-25-97

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R324.3e3 adopted 2-25-97

R324.3f adopted 2-25-97

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R324.4 Tuition Reimbursement

R324.4a Regularly employed classified employees may be reimbursed for tuition costs incurred after July 1, 1989 based on the following criteria:

- 1) Classified employees .375 FTE or above may be reimbursed up to one-half tuition costs (exclusive of other costs), prorated on FTE.
- 2) Classes must be job related or applicable toward a declared major in an undergraduate degree program in a job-related field or toward a special education endorsement.
- 3) Eligible courses will be those approved and enrolled in after July 1, 1989.
- 4) All classes must be preapproved by Tuition Review Committee prior to enrollment.
- 5) Employees must be employed by ESD while enrolled in classes and at the time reimbursement is requested. Credits earned while on leave of absence from ESD will not be reimbursed.
- 6) Employees must obtain a C grade or higher, or a "pass" in a "pass/fail" course.
- 7) ESD Cabinet will establish an amount to be budgeted for the tuition reimbursement fund. This amount will be reviewed annually.

R324.4b Tuition Review Committee -- A Tuition Review Committee, consisting of one representative from Administration/School & Agency Operations, Business Services, Student Support Services, Children, Youth & Family Services, and Instructional Services, appointed by the division administrator, will have responsibility to:

- 1) preapprove classes/training for reimbursement
- 2) approve reimbursement requests
- 3) calculate semiannual distribution of funds

R324.4 adopted 3-21-89

R324.4a2) amended 3-26-91; 2-23-93

R324.4b amended 2-23-93; 9-26-95

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R324.4 Tuition Reimbursement, continued

R324.4c Reimbursement

- 1) Reimbursement not to exceed \$200 per employee per semi-annual reimbursement period.
- 2) Reimbursement will be limited to one class (maximum 5 credits) per quarter or semester per eligible employee.
- 3) Tuition costs incurred while participating in the Apprenticeship Program will be reimbursed according to Administrative Regulation R324.3f.
- 4) Reimbursement will be made semiannually.
- 5) Copy of grade report or transcript, certificate of completion, and payment receipt must be submitted to Tuition Review Committee.
 - a) Request for reimbursement must be submitted to Committee by December 31 for January reimbursement.
 - b) Request for reimbursement must be submitted to Committee by May 30 for June reimbursement.
- 6) If total semiannual eligible requests for reimbursement are less than funds available, unexpended monies will be distributed among participants on a prorated basis not to exceed \$200 or actual tuition costs, whichever is less.
- 7) If total eligible requests for reimbursement exceed funds available, the percentage of available funds to total reimbursement requests will be calculated and payment made based on the proration of that percent to each eligible request.

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R324.5 Management Training

Management Training will be provided for all managers to include, but not be limited to, the following topics:

- 1) Hiring practices
- 2) Employee evaluation and goal setting
- 3) Budgeting
- 4) Supervisory skills
- 5) Board policies and administrative regulations