Green River College PRFR Report Appendix 2.F.2

2.F.2 The institution provides faculty, staff, and administrators with appropriate opportunities and support for professional growth and development.

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2.F.2 EV.#1 / Section 1

<u>Employee Tuition Exemption Request Form</u>

STUDENT INFORMATION

Name:_____Date of Birth: _____
          Last   First   M.I.

ctcLink Student ID:_____   Term: ❏ Summer ❏Fall ❏Winter ❏Spring   Year:_____

Address: _____
          Street   City   State   Zip

Phone:_____Employee Type: _____

Position title:_____How long in this position? _____
                                                                    Years   Months

This waiver is applied on a space available basis only, enrollment cannot occur prior to the 4th day of fall,winter, and spring terms; 3rd day of summer term

❏I have read the eligibility guidelines on page 2 of this form, and hereby request a tuition exemption as a classified/permanent employee of the State of Washington.

Student Signature:_____Date: _____

PROPOSED SCHEDULE			
Class Nbr (ex. 20720)	Catalog Name (ex. ACCT 101)	Class Title (ex. Practical Accounting I)	Credits

AUTHORIZING PERSON

This section must be filled out and signed by a Human Resource Officer or Commanding Officer. See back for eligibility details.

Name: _____

Title:_____Phone: _____

Agency: _____

Address: _____
          Street   City   State   Zip

❏I certify that his employee is a full-time/part-time permanent employee of the State of Washington and is eligible to enroll under the tuition exemption program.

Authorizing Person Signature:_____Date: _____

OFFICE USE ONLY	Date:_____ Processed by: _____

ELIGIBILITY GUIDELINES

To be eligible for the tuition exemption program, an employee must be a full-time/part-time permanent employee of a Washington State agency and be certified as eligible for the tuition exemption in accordance with chapter 88, Laws of 1990, 51st regular session.

STATE WAIVER ELIGIBILITY

- Permanent employees in classified service under RCW 41.06 (State Civil Service Law)
- Permanent employees governed by RCW 41.56 (Public Employees Collective Bargaining)
- Permanent classified employees and exempt paraprofessional employees of technical colleges
- Faculty, counselors, librarians and exempt professional/administrative employees at institutions of higher education
- Teachers and other certificated instructional staff at public common and vocational schools
- Classified staff employed at public common schools, when the employee is taking courses relevant to their work assignment or coursework that is part of a teacher preparation program

This waiver is applied on a space available basis only, enrollment cannot occur prior to the 4th day of fall, winter, and spring terms; 3rd day of summer term

ENROLLMENT PROCEDURE

1. Complete an application for admission prior to the first term of attendance
2. Complete the reverse side of this form
3. Eligibility must be verified by Human Resource Department or Commanding Officer
4. Obtain instructor permission to enroll for each class
5. Submit form and class enrollment permission to the Office of the Registrar
6. Enroll in class(es) between the 4th and 10th day of the term
7. All fees are due at the time of enrollment

FEES

- An enrollment fee will be charged per course, each term, to cover the cost of program administration
- Fees are published in the College Catalog and online at greenriver.edu/tuition
- Participants will be charged any additional class fees associated with the course

Failure to pay fees may result in removal from class(es) without prior notification.

Learning & Innovation

Learning & Innovation

Mark Brown
Director of Learning and Development

Welcome to Learning & Innovation, your resource for growth, compliance, and professional development at Green River College.

Continuous learning is key to thriving in a rapidly changing workplace. Learning & Innovation offers opportunities for employees to grow, and we encourage leaders to support this growth by providing time and resources for development. Together, we create a stronger, more satisfying workplace.

Who We Are

We foster an environment that inspires learning for career advancement and personal growth, offering innovative and timely workshops for GRC staff and faculty.

What We Do

We provide professional development opportunities, including workshops, courses, coaching, training programs, and customized department retreats.

Explore Key Areas:

- **New Employee Orientation**: A guide for managers and new hires to start strong at GRC.

- **Required Existing Employee Training**: Stay on top of essential compliance training tailored to your role.
- **Professional Development**: Access a quarterly course calendar, workshops, and an easy registration form to plan your growth.

At the bottom of this page, find the **Learning & Innovation Events/Courses Calendar**, which includes all training, *Safe@Work* & Equity Representative Training sessions.

Join us in building a culture of learning and collaboration!

New Employee Orientation

Learning & Innovation: New Employee Orientation

greenriveredu.sharepoint.com

This page provides managers and new hires with all the details needed to ensure a smooth orientation experience, including attendance requirements, topics such as GRC's mission, vision, and values, key policies like FERPA and accessibility, HR and benefits information, as well as resources for IT, security, and violence prevention.

Training for Existing Employees

Learning & Innovation: Training for Existing Employees

greenriveredu.sharepoint.com

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Professional Development

This page is your hub for professional growth, leadership development, and team-building opportunities at GRC. Explore workshops, leadership programs, and resources to enhance your skills and support your career growth.
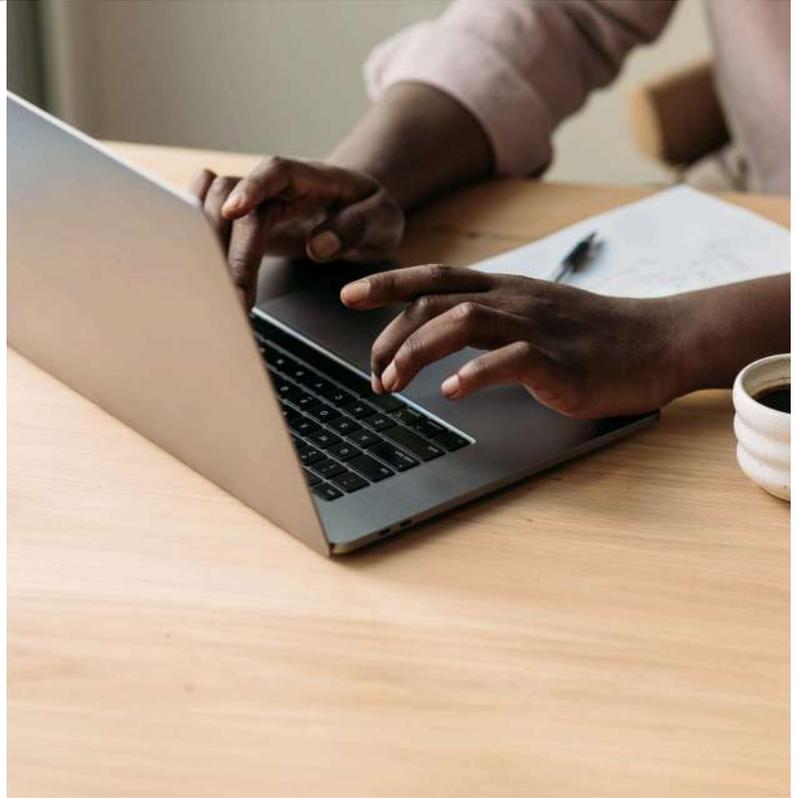
Highlights include:

- **Course Calendar**: Stay updated on upcoming workshops and programs.
- **Leadership Programs**: Discover the Foundations of Leadership (FOL) series, including FOL I and II, tailored for emerging and experienced leaders.
- **Other Courses**: Explore offerings like *Making Connections Across Generations*, *Straight Talk*, *A Growth Mindset*, *Strategic Employee Onboarding: The First 365 Days*, and more.
- **Key Details**: Learn about completion requirements, attendance expectations, and how managers can support participant success.
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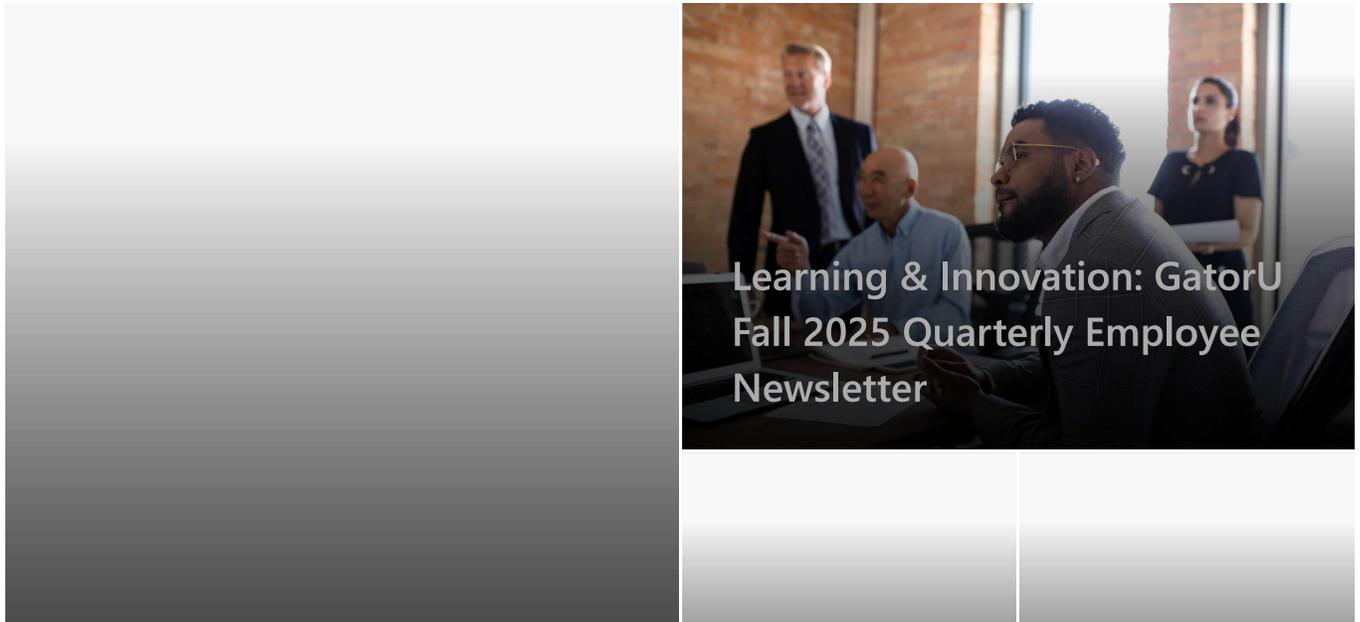

Learning & Innovation: Professional...

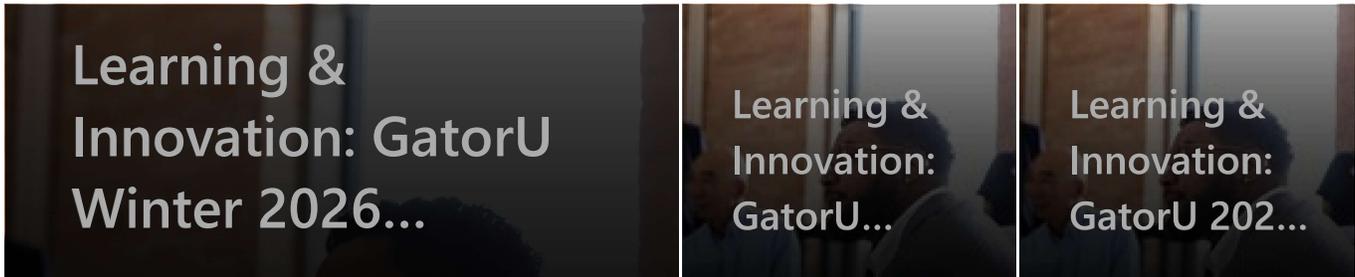## Learning & Innovation Professional Development Cours...

Events & Courses Calendar

GatorU Newsposts

News

Learning & Innovation: GatorU
Fall 2025 Quarterly Employee
Newsletter

Learning & Innovation: GatorU Winter 2026...

Learning & Innovation: GatorU...

Learning & Innovation: GatorU 202...

For questions about the program, schedules, or registration, contact:

Mark Brown
Director of Learning and Developm...

Events & Courses Calendar

GatorU Newsposts

Learning & Innovation: Professional Development

Learning & Innovation: Professional Development

Mark Brown
Director of Learning and Development

Welcome to the Learning & Innovation Professional Development Page!

This resource is your gateway to advancing your skills, enhancing your leadership capabilities, and building stronger teams. Whether you're looking for individual growth opportunities or team-based learning experiences, you'll find everything you need here.

What You'll Find

- Quarterly Course Calendar:
    - A quarterly schedule of workshops and programs, including Equity Representative training sessions. Check the calendar for dates, times, and locations to plan your participation.

- Course Descriptions:
    - Explore a variety of workshops and programs designed to support your professional and personal development, including:
        - Foundations of Leadership (FOL) Programs: Our flagship leadership series, tailored to empower both emerging and established leaders.

- Equity Representative Training:
    - Gain the tools and knowledge needed to support equitable hiring practices at GRC.

- FAQs:
    - Find answers to common questions about courses, registration, and program expectations.

- Course Registration Form Link:
    - Ready to enroll? Use the registration form linked here to reserve your spot today!

We're excited to support your learning journey and help you achieve your professional goals!

Quarterly Course Calendars

Learning & Innovation Course Schedule

Course	Dates	Time	Location
Foundations of Leadership I: Maximizing Performance	Tuesdays September 30, October 7, 14, 21, and November 4	8:30 pm - 12:30 pm	CLI 118
Foundations of Leadership II: Cultivating Self Awareness for Effective Leadership	Thursdays October 16, 23, and November 6, 13, and 20	9:00 am - 1:00 pm	CLI 122/124 Day one CLI 118
A Growth Mindset	Wednesday, October 15	10:00 am - 12:00 pm	CLI 122/124
Making Connections Across Generations	Tuesday, November 18	1:00 pm - 3:00 pm	CLI 122/124
A Growth Mindset	Thursday, June 12	10:00 am - 12:00 pm	CLI 122/124
Making Connections Across Generations	Wednesday, December 3	10:00 am - 12:00 pm	CLI 122/124

Key:

- FOL - Foundations of Leadership
- CLI - Center for Learning & Innovation

Course Descriptions

Browse GRC's professional development courses—while all listed courses are offered, availability may vary each quarter, so be sure to check the Course Calendar regularly for updates.

Making Connections Across Generations

Overview

Diverse perspectives, motivations, attitudes, and needs have significantly changed workplace dynamics. By understanding each generation's "footprint," you can effectively leverage talents, foster collaboration, and maximize outcomes.

You Will Learn To:

- Describe each generation's work ethic and how it contributes to team success.
- Gain understanding and benefits of a multi-generational workforce.
- Apply techniques for effective communication across all generations.

You Will Benefit By:

- Understanding how generational history shapes workplace behavior.
- Avoiding stereotypes and myths about generational traits.
- Knowing how different generations process information and handle change.

Audience:

Anyone seeking to improve collaboration and communication across generations.

Curriculum Areas:

- Performance Management
- Team Development and Dynamics
- Making Connections Across Differences

Fine Tuning Your Team: Performance Management Best Practices

Overview

Effective performance management is an ongoing process that ensures teams align with strategic goals, work from their strengths, and achieve optimal results.

You Will Learn To:

- Build a shared vision that ties team efforts to organizational goals.
- Apply the "line of sight" concept to achieve team objectives.
- Use a best-practice performance management model.
- Implement a strengths-based work planning process.
- Integrate coaching and feedback loops into your regular performance cycle.

You Will Benefit By:

- Better understanding your team's strengths and weaknesses.
- Prioritizing team efforts more effectively.
- Strengthening connections between your staff and their work.

Audience:

Managers and supervisors looking to enhance team productivity and support staff effectively.

Pre-Class Recommendation:

- Lynda.com: *Delivering Employee Feedback*

Curriculum Areas:

- Performance Management
- Team Development and Dynamics

Straight Talk®: Using Strategic Communication for High-Impact Results

Overview

Workplace success depends on strong communication. The Straight Talk® model explores communication styles to build trust, eliminate misunderstandings, and improve collaboration.

Navigating Change: Building Trust and Effective Communication

Overview

This workshop helps participants understand change dynamics, build trust, and improve communication during organizational transitions.

Objectives:

You Will Learn To:

- Recognize the four Straight Talk® styles and their strengths, weaknesses, and differences.
- Identify your Straight Talk® profile and its role in your success.
- Adapt your style to improve communication with others.
- Strategically apply the strengths of your communication style.

You Will Benefit By:

- Developing positive working relationships and higher levels of trust.
- Enhancing self-awareness, productivity, and efficiency.
- Reducing conflicts caused by style differences.
- Improving group collaboration and problem-solving.

Audience:

Anyone seeking to improve communication skills. This class can also be scheduled for teams.

Program Recommendation:

This is an excellent class for supervisors and managers who have completed *Foundations of Supervision I: Maximizing Performance* and would like their staff to experience a full debrief of the Straight Talk® results and gain strategies.

Pre-Class Recommendation:

- Lynda.com: *Align Intent and Impact*, *How to Empathize*, and *Using 5 Questions to Increase Understanding.*

Curriculum Areas:

- Communication and Listening
- Leadership Development
- Self-Development

- Understand the change process and identify triggers.
- Build trust through transparent communication.
- Develop practical strategies to manage change effectively.

Expected Outcomes:

- Improved ability to navigate change and foster trust.
- A practical communication plan for future transitions.

Format:

- Two-hour interactive session.
- One-hour online follow-up session.

Presenter: Joey Pauley

Audience:

Open to all faculty and staff.

CliftonStrengths for Teams

Overview

The CliftonStrengths assessment helps identify and leverage individual strengths to improve team cohesion and performance. Learn more HERE.

You Will Learn To:

- Understand the 34 CliftonStrengths themes.
- Explore how individual strengths contribute to team success.
- Identify complementary strengths within your team.

- Reflect on personal strengths in daily work.

You Will Benefit By:

- Creating a team strengths map.
- Participating in team-building exercises.
- Enhancing collaboration, communication, and productivity.

Audience:

Full teams. This course is offered by request and includes a 3-hour facilitation session.

A Growth Mindset

Overview

A growth mindset, rooted in the research of Dr. Carol Dweck, fosters creativity, resilience, and self-improvement, helping individuals achieve their full potential.

You Will Learn To:

- Differentiate between fixed and growth mindsets.
- Understand mindset characteristics.
- Develop positive thinking strategies.

You Will Benefit By:

- Using positive self-language.
- Recognizing the value of feedback.
- Finding inspiration in others' success.

Audience:

Open to all faculty and staff.

Strategic Employee Onboarding: The First 365 Days

Overview

Onboarding is a strategic process that extends beyond orientation. It improves performance, reduces turnover, and builds high-performing teams.

You Will Learn To:

- Differentiate between onboarding and orientation.
- Identify key reasons for developing an onboarding plan.
- Customize an onboarding program for your department's needs.
- Apply strategies to deliver impactful onboarding experiences.
- Understand roles and responsibilities in onboarding success.

You Will Benefit By:

- Gaining practical tools and strategies for onboarding.
- Strengthening your departmental brand and reducing turnover.
- Improving onboarding experiences for new hires.
- Quantifying the costs of turnover and its impact on your unit.

Audience:

Supervisors and managers responsible for onboarding new staff.

Curriculum Areas:

- Performance Management
- Leadership Development

Foundations of Leadership (FOL) Programs

The *Foundations of Leadership* (FOL) program series provides early to mid-career managers and supervisors with a best-in-class learning experience. Combining formal classroom instruction with informal learning activities, the program equips participants with practical tools, resources, and strategies they can apply to their roles immediately.

Program Options

1. **Foundations of Leadership I: Maximizing Performance**
   Focuses on the supervisor's formal role, technical responsibilities, and managing performance effectively. Participants will gain knowledge and skills to enhance their management capabilities and ensure accountability.
2. **Foundations of Leadership II: Leading Through Self-Awareness**
   Builds on FOL I by focusing on personal growth and understanding. This program uses the Holistic Model for Leadership to develop a deeper understanding of leadership styles and their impact on workplace dynamics. Completion of FOL I is required to enroll in FOL II.

Foundations of Leadership I: Maximizing Performance

Modules Covered:

- The Role of the Manager/Supervisor
- Developing Employee Performance
- Performance Coaching
- Workload Management
- Employee Onboarding

Learning Activities:

- Meet with your supervisor to discuss your learning goals before starting the program.
- Attend and actively participate in all sessions.
- Complete short pre-class assignments to prepare for discussions.

Foundations of Leadership II: Cultivating Self-Awareness for Effective Leadership

Modules Covered:

- BaFa BaFa – A Cultural Simulation
- Layers of Diversity
- Clifton Strengths
- Difficult Conversations
- *Brand Presentation*

Learning Activities:

- Participate in interactive sessions and apply concepts in real-time.
- Explore leadership styles with tools like Clifton Strengths.

- Conduct a best-practice project on a leadership topic of your choice.
- Present a recommendations summary or job aid during the final session.
- Meet with your supervisor post-program to discuss your findings and application.

- Collaborate with peers and complete a final project to integrate program learnings.

Important Note: Completion of FOL I is required to enroll in FOL II.

Steps to Enroll

For Employees:

1. **Review Course Availability:**
   - Check the **Learning and Innovation Calendar** on GatorNet for FOL session dates.
   - Ensure you can attend all scheduled classes, as attendance is mandatory.
2. **Notify Your Supervisor:**
   - Confirm your availability and express your interest in the program.
   - Work with your supervisor to initiate the registration process.

For Supervisors:

1. **Support the Enrollment Process:**
   - Meet with your employee to review the course schedule and confirm they can attend all sessions.
   - Assess their workload to ensure they can focus on the program.
2. **Complete the MS Request Form:**
   - Access the **Foundations of Leadership (FOL) Program Enrollment Request** on GatorNet and submit the details.
   - After submission, both you and the employee will receive confirmation of registration.
3. **Provide Ongoing Support:**
   - Adjust the employee's workload as needed to allow focus on coursework.
   - Discuss their goals at the start and review their learnings after completion.

Key Reminders

- *Attendance Commitment: Full participation in all scheduled sessions is required.*

- *Manager's Role: Supervisors must ensure employees are supported with time and resources to succeed in the program.*

Equity Representative Program

The Equity Representative Program empowers employees to play an essential role in ensuring equitable and inclusive hiring practices at Green River College. Equity Representatives work closely with hiring committees to develop job descriptions, create job postings, and participate in interviews, helping to uphold GRC's commitment to diversity, equity, and inclusion (DEI).

Key Responsibilities:

- **Facilitating a DEI Lens in Hiring:** Guide committees in adopting inclusive approaches to recruiting and interviewing.
- **Strengthening Procedures:** Help review and refresh hiring practices for fairness and compliance.
- **Advocating for Equity:** Address DEI concerns and ensure thoughtful, inclusive decision-making throughout the process.

Why This Role Matters:

Equity Representatives help build a diverse and inclusive workforce by ensuring hiring practices align with GRC's CORE values.

Training Details:

The Equity Representative training equips you with tools and strategies to succeed in this vital role. Training covers:
- Crafting inclusive job postings
- Applying an equity lens to hiring practices
- Navigating equity-related discussions within committees

Get Involved:

Check the schedule at the top of the page and use the registration link to sign up.

> *Take this opportunity to make a difference and help shape a more inclusive GRC community!*

Frequently Asked Questions

Eligibility and Approval

- **Am I eligible to attend a professional development course at GRC?**
  Yes, if you are a GRC employee in good standing, you are eligible to attend courses regardless of job classification.
- **Do I need approval to attend a course?**
  Yes, you must get approval from your manager or supervisor before registering for a course.

Course Availability and Attendance

- **Will courses be offered again if I miss one?**
  Yes, professional development courses are scheduled multiple times throughout the academic year.
- **What should I do if I cannot attend a session due to illness or work conflicts?**
  Notify us as soon as possible so we can accommodate waitlisted participants.

Registration and Scheduling

- **How do I register for a course?**
  Use the registration button on the Learning & Innovation site. Fill out the form online, and it will automatically be sent to your manager for approval. You'll receive an email confirmation within 24 hours.
- **Where can I find course descriptions and schedules?**
  Course descriptions and schedules are available on GatorNet under Human Resources → Learning & Innovation.

Course Content and Requirements

- **Are there any prerequisites for the courses?**
  Some courses may include recommended videos from Lynda.com (now LinkedIn Learning). Details will be listed in the course descriptions. These videos are optional and can be viewed at your convenience.
- **Will there be homework assignments?**
  No, there are no required homework assignments. Optional supplementary resources may be available on LinkedIn Learning.

Key Reminders

- *Attendance Commitment: Full participation in all scheduled sessions is required.*
- *Manager's Role: Supervisors must ensure employees are supported with time and resources to succeed in the program.*

Course Registration

2025-28 CBA

article VII: Leaves and Faculty Development - section I: Faculty Development Program (page 57-59)

To view the file, please refer to separated Appendix

RCW 28B.15.558: Waiver of tuition and fees for state employees and educational employees—Report.

RCW 28B.15.558 Waiver of tuition and fees for state employees and educational employees—Report. (1) The governing boards of the state universities, the regional universities, The Evergreen State College, and the community and technical colleges may waive all or a portion of the tuition and services and activities fees for state employees as defined under subsection (2) of this section, teachers and other certificated instructional staff under subsection (3) of this section, and K-12 classified staff under subsection (4) of this section. The enrollment of these persons is pursuant to the following conditions:

(a) Such persons shall register for and be enrolled in courses on a space available basis and no new course sections shall be created as a result of the registration;

(b) Enrollment information on persons registered pursuant to this section shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall such persons be considered in any enrollment statistics that would affect budgetary determinations; and

(c) Persons registering on a space available basis shall be charged a registration fee of not less than five dollars.

(2) For the purposes of this section, "state employees" means persons employed half-time or more in one or more of the following employee classifications:

(a) Permanent employees in classified service under chapter 41.06 RCW;

(b) Permanent employees governed by chapter 41.56 RCW pursuant to the exercise of the option under *RCW 41.56.201;

(c) Permanent classified employees and exempt paraprofessional employees of technical colleges; and

(d) Faculty, counselors, librarians, and exempt professional and administrative employees at institutions of higher education as defined in RCW 28B.10.016.

(3) The waivers available to state employees under this section shall also be available to teachers and other certificated instructional staff employed at public common and vocational schools.

(4) The waivers available under this section shall also be available to classified staff employed at public common schools, as defined in RCW 28A.150.020, when used for coursework relevant to the work assignment or coursework that is part of a teacher preparation program.

(5) In awarding waivers, an institution of higher education may award waivers to eligible persons employed by the institution before considering waivers for eligible persons who are not employed by the institution.

(6) If an institution of higher education exercises the authority granted under this section, it shall include all eligible state employees in the pool of persons eligible to participate in the program.

(7) In establishing eligibility to receive waivers, institutions of higher education may not discriminate between full-time employees and employees who are employed half-time or more.

(8) Each institution of higher education that awards waivers under this section must report annually to the student achievement council with the number, type, and value of waivers awarded under this section in the prior academic year, and must compare this information with other tuition and fee waivers awarded by the institution. [2019

c 295 s 230; 2016 c 233 s 18; 2015 c 55 s 221; 2007 c 461 s 1; 2005 c 249 s 4; 2003 c 160 s 2; 1997 c 211 s 1; 1996 c 305 s 3; 1992 c 231 s 20; 1990 c 88 s 1.]

*Reviser's note: RCW 41.56.201 was repealed by 2002 c 354 s 403, effective July 1, 2005.

Effective date—Findings—Intent—2019 c 295: See notes following RCW 28A.310.235.

Findings—Intent—2019 c 295: See notes following RCW 28B.10.033.

Intent—2019 c 295: See note following RCW 28B.102.030.

Findings—Intent—2019 c 295: See note following RCW 28A.415.265.

Findings—Intent—2019 c 295: See note following RCW 28A.180.120.

Finding—Intent—2003 c 160: "The legislature finds that military and naval veterans who have served their country in wars on foreign soil have risked their own lives to defend both the lives of all Americans and the freedom that define[s] and distinguish[es] our nation. It is the intent of the legislature to honor veterans of the Korean conflict for the public service they have provided to their country." [2003 c 160 s 1.]

Effective date—1996 c 305 s 3: "Section 3 of this act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and shall take effect immediately [March 30, 1996]." [1996 c 305 s 4.]

Severability—1996 c 305: See note following RCW 28B.85.020.

Effective date—1992 c 231: See note following RCW 28B.10.016.

2025-2027 Washington Federal State Employees - Higher Education

article 9 Training and Employee Development
(page 23)

To view the file, please refer to the hyperlink or separated Appendix

Employee professional Development

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Director of Learning and Development

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Learning & Innovation: Professional Development Home Page

Learning & Innov
Development Cor

Professional Development Resources:

Learning &
Professional Development
at Green River College

Wilturner-Rosenlund Center for
Learning & Innovation
Developing the Leader in YOU!

Manager Professional
Development 2025

Events & Courses Calendar

See all

+ Add event

No upcoming events

No upcoming events are scheduled. Check back again later.

GatorU Newsposts
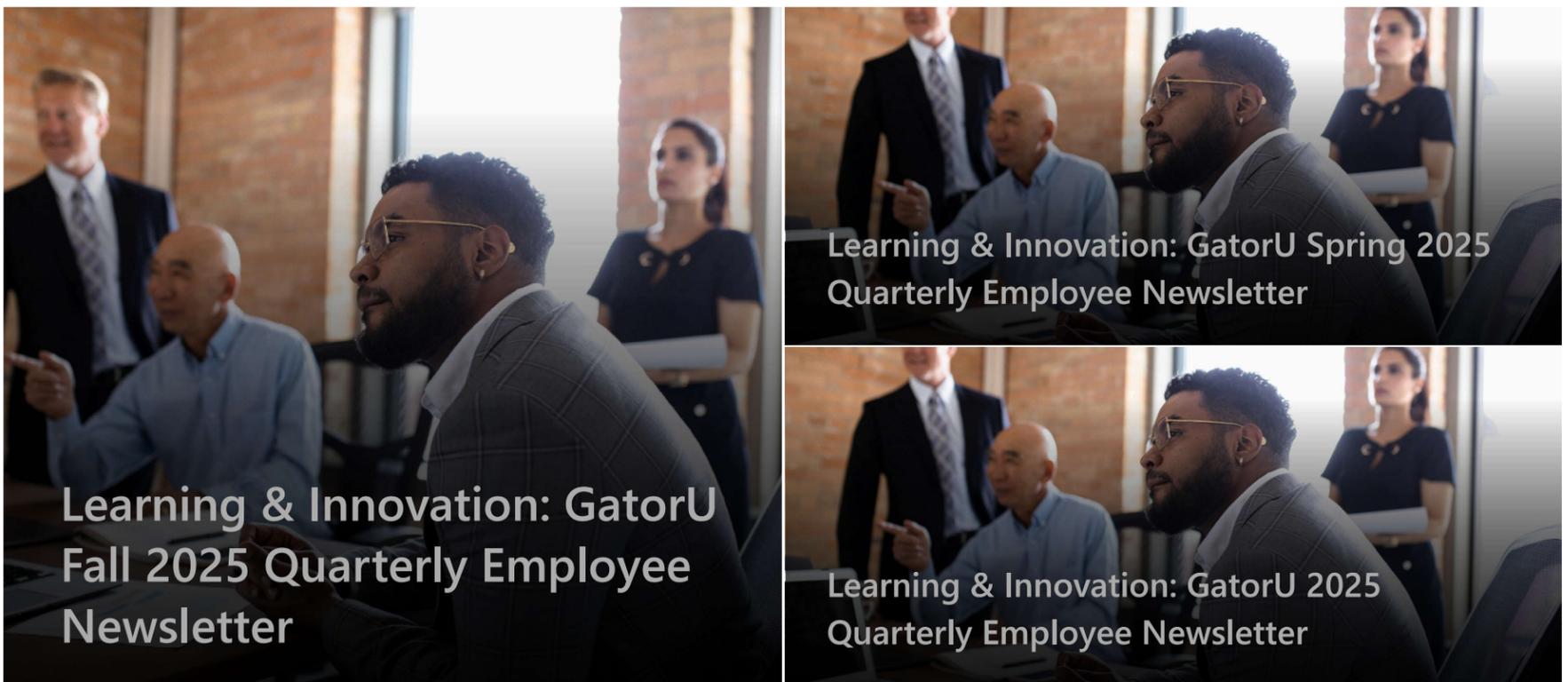
News

Learning & Innovation: GatorU Fall 2025 Quarterly Employee Newsletter

Learning & Innovation: GatorU Spring 2025 Quarterly Employee Newsletter

Learning & Innovation: GatorU 2025 Quarterly Employee Newsletter

For questions about the program, schedules, or registration, contact:

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(c) Permanent classified employees and exempt paraprofessional employees of technical colleges; and

(d) Faculty, counselors, librarians, and exempt professional and administrative employees at institutions of higher education as defined in RCW 28B.10.016.

(3) The waivers available to state employees under this section shall also be available to teachers and other certificated instructional staff employed at public common and vocational schools.

(4) The waivers available under this section shall also be available to classified staff employed at public common schools, as defined in RCW 28A.150.020, when used for coursework relevant to the work assignment or coursework that is part of a teacher preparation program.

(5) In awarding waivers, an institution of higher education may award waivers to eligible persons employed by the institution before considering waivers for eligible persons who are not employed by the institution.

(6) If an institution of higher education exercises the authority granted under this section, it shall include all eligible state employees in the pool of persons eligible to participate in the program.

(7) In establishing eligibility to receive waivers, institutions of higher education may not discriminate between full-time employees and employees who are employed half-time or more.

(8) Each institution of higher education that awards waivers under this section must report annually to the student achievement council with the number, type, and value of waivers awarded under this section in the prior academic year, and must compare this information with other tuition and fee waivers awarded by the institution. [2019

c 295 s 230; 2016 c 233 s 18; 2015 c 55 s 221; 2007 c 461 s 1; 2005 c 249 s 4; 2003 c 160 s 2; 1997 c 211 s 1; 1996 c 305 s 3; 1992 c 231 s 20; 1990 c 88 s 1.]

*Reviser's note: RCW 41.56.201 was repealed by 2002 c 354 s 403, effective July 1, 2005.

Effective date—Findings—Intent—2019 c 295: See notes following RCW 28A.310.235.

Findings—Intent—2019 c 295: See notes following RCW 28B.10.033.

Intent—2019 c 295: See note following RCW 28B.102.030.

Findings—Intent—2019 c 295: See note following RCW 28A.415.265.

Findings—Intent—2019 c 295: See note following RCW 28A.180.120.

Finding—Intent—2003 c 160: "The legislature finds that military and naval veterans who have served their country in wars on foreign soil have risked their own lives to defend both the lives of all Americans and the freedom that define[s] and distinguish[es] our nation. It is the intent of the legislature to honor veterans of the Korean conflict for the public service they have provided to their country." [2003 c 160 s 1.]

Effective date—1996 c 305 s 3: "Section 3 of this act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and shall take effect immediately [March 30, 1996]." [1996 c 305 s 4.]

Severability—1996 c 305: See note following RCW 28B.85.020.

Effective date—1992 c 231: See note following RCW 28B.10.016.

<u>Administrative/Exempt Handbook</u>

-professional development (page 16)

The following pages show only cover and table of contents of this evidence. To view the full file, please refer to separated Appendix

Administrative / Exempt Handbook

**Green River College
Human Resources**

Table of Contents

PROFESSIONAL DEVELOPMENT

Training and Development
Green River is committed to the continuing training and professional development of administrative/exempt employees. Training educates employees to improve job performance and service to students. Professional development supports employees with their career and academic advancement. Employees desiring training or professional development should contact their supervisor or the training manager within Human Resources.

Learning and Innovation
Learning and Innovation provides employees with learning and professional development opportunities that expand the potential of our dynamic workforce. In addition to providing a wide range of courses and workshops, we offer professional skills coaching and develop employee training programs. The Learning and Innovation department is also available to facilitate customized workshops and lead department retreats.

Performance Assessment
Annually, supervisors are responsible for ensuring the completion of performance assessment process with each administrative/exempt staff in their respective unit. Staff have the opportunity to provide feedback and respond to items within the performance assessment.

Performance Assessment Guide

Tuition Waiver
Permanent administrative/exempt employees are eligiblefor tuition reimbursement.

State of Washington Employee Tuition Exemption Request
College & SBCTC Tuition Waivers & Residency Classifications

Exempt Staff Training and Development Request

EXEMPT COUNCIL

Exempt Staff Training and Development Request

Instructions

Deadlines for exempt staff training and development requests are as follows: 🔗

- Summer: July 1
- Fall: October 1
- Winter: January 1
- Spring: April 1

Applicants can expect to receive a notice regarding their request approximately 2 weeks after each deadline.

Eligibility Requirements

You must be an exempt staff member and employed at Green River College for at least 6 months to be eligible for funding.

What Kinds of Professional Development Opportunities are Funded?

Exempt professional development funds may be used to support any professional and/or personal enrichment training that you believe you would benefit from, AND which you would be paying for out of pocket.

Reimbursements will ONLY be made to INDIVIDUALS for out of pocket expenses (i.e., expenses that you have paid for yourself). Reimbursements will NOT be made to any departments or department p-cards.

Please note that funds are NOT provided for professional development courses, workshops, conferences and/or training that your department is recommending or encouraging you to go to, or if they are for skills that are essential to your job – **any training of this nature should be paid for, in full, by your department.**

If you are planning to attend a job-related conference, please check with your department for FULL funding first, before applying for exempt professional development funds. The Exempt Staff Training and Development Sub-Committee members have reached a consensus that the majority of these conferences should be fully funded by the department - this is particularly true of conferences that are recurring, annual or otherwise). **If approved for a conference, exempt funds can ONLY be applied to conference registration fees.** All other costs are the responsibility of the employee (i.e. travel, lodging, food, application fees, parking, etc.). Annual/recurring conference registration fees are eligible to be funded every 3 years. For example, if you are funded for a conference registration fee in Spring 2024, you would be eligible to apply again in Spring 2027 if it's for the same conference.

It is the goal of the committee to fund as many applications as possible for those who meet eligibility requirements. However, due to limited funds, not all applications may be funded. Please be aware of this as you pay for your classes, books, conferences and workshops. The committee meets within 2 weeks of each deadline, so that is when you will be given notification on whether your application was chosen to be funded.

To Apply:

1. Fill out the form below completely.
2. When you click the submit button, the form is automatically sent to the Exempt Staff Training and Development Sub-Committee (ESTDSC) members. After the ESTDSC reviews your request, you will be notified whether your request has been funded.

GRC Credit Classes

1. Submit the request form.
2. If your request is approved, you will receive an email stating the ESTDSC's approval. Then follow these steps (if you are planning on using tuition exemption):
   a. Attend the first day of class. Talk with the instructor and tell them that you are a GRC employee and you are interested in taking the class, but you are unable to register until the fourth day. Make sure you receive the instructor's signature on the appropriate registration form BEFORE you register.
   b. On the fourth day, take the appropriate registration forms to the Office of the Registrar (this would include the Employee Tuition Exemption Request form)
   c. At end of course, you will submit an expense report in ctcLink for reimbursement.

GRC Non-credit classes (Continuing Education)

1. Submit a request form
2. If your request is approved, you will receive an email stating the ESTDSC's approval.
3. Visit Continuing Education in person, or call ext. 2535, to register.
4. At the end of course, you will submit an expense report in ctcLink for reimbursement.

For Other Classes, Workshops and Conferences

1. Submit a request form to the ESTDSC.
2. Register for the class, workshop or conference. You must pay the tuition or registration fee upfront. Only tuition and registration fees that are paid by the individual are eligible for reimbursement from exempt professional development funds (any amounts that have been billed to a department, dean, or other Green River funding source, including p-card charges, are not eligible for reimbursement)
3. If your request is approved, you will be reimbursed by ESTDSC AFTER the class has been completed.
4. After you have finished the class, workshop or conference, you will submit an expense report in ctcLink for reimbursement.

Please Note:

- You are eligible to receive up to $500 per fiscal year.
- The committee reserves the right to exceed the $500 retroactively, based on remaining funds after Spring applications have been approved.
- The committee reserves the right to retroactively approve unfunded requests based on remaining funds after Spring applications have been approved.
- All reimbursement documentation needs to be submitted prior to June 15 of the current fiscal year.

Exempt Staff Training and Development Request Form