

**Chapter 200-600 WAC  
EMPLOYEE TRAINING AND DEVELOPMENT**

Last Update: 10/15/14

**WAC**

200-600-010 Who is responsible for employee training and development?  
200-600-015 What are the employer's training and development responsibilities?  
200-600-020 Can employers require employees to attend training?  
200-600-025 What are the requirements for the employer's training and development plan?

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

200-600-030 How do agencies report their compliance with WAC 357-34-100 to the department? [Statutory Authority: 2011 c 43. WSR 11-23-093, recodified as § 200-600-030, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. WSR 07-23-010, § 357-34-125, filed 11/8/07, effective 12/11/07.] Repealed by WSR 14-21-102, filed 10/15/14, effective 11/15/14. Statutory Authority: Chapter 43.19 RCW.

**WAC 200-600-010 Who is responsible for employee training and development?** Employers, employees, and the department share the responsibility for employee training and development.

[Statutory Authority: 2011 c 43. WSR 11-23-093, recodified as § 200-600-010, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. WSR 05-01-195, § 357-34-010, filed 12/21/04, effective 7/1/05.]

**WAC 200-600-015 What are the employer's training and development responsibilities?** Each employer is responsible for:

- (1) Developing a training and development plan as prescribed by WAC 200-600-025; and  
(2) Providing employee orientation, required job-related training, and assistance with career planning.

[Statutory Authority: Chapter 43.19 RCW. WSR 14-21-102, § 200-600-015, filed 10/15/14, effective 11/15/14. Statutory Authority: 2011 c 43. WSR 11-23-093, recodified as § 200-600-015, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. WSR 05-01-195, § 357-34-015, filed 12/21/04, effective 7/1/05.]

**WAC 200-600-020 Can employers require employees to attend training?** Employers may require employees to attend training that is job-related, meets an identified employer need, and/or is required by state or federal law. Required attendance during and/or outside of working hours is considered time worked and must be compensated in accordance with the civil service rules.

[Statutory Authority: 2011 c 43. WSR 11-23-093, recodified as § 200-600-020, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. WSR 05-01-195, § 357-34-020, filed 12/21/04, effective 7/1/05.]

**WAC 200-600-025 What are the requirements for the employer's training and development plan?** (1) The employer's training and development plan must be based on an assessment of the organization's employee training and development needs. The director or department may

provide assistance to the employer in assessing the organization's need.

(2) The employer's training and development plan must state the employer's policies and objectives for employee training and development. The policies must address, at a minimum, the following:

(a) Identification of the position(s) responsible for employee training and development;

(b) Criteria for employee eligibility;

(c) Criteria for determining employees' work status while participating in employee training and development activities;

(d) Criteria for educational leave;

(e) Tuition reimbursement or fee waiver policy;

(f) Mandated training in accordance with state and federal regulations;

(g) Entry-level management/supervisory training;

(h) Assessment of employee training and development needs;

(i) Evaluation of the training and development programs; and

(j) Assignments for career development as described in WAC 357-34-050 and approval of such assignments by the employer's human resources office.

[Statutory Authority: 2011 c 43. WSR 11-23-093, recodified as § 200-600-025, filed 11/17/11, effective 11/17/11. Statutory Authority: Chapter 41.06 RCW. WSR 05-01-195, § 357-34-030, filed 12/21/04, effective 7/1/05.]