

## Training and Development Supervisory or Management Guideline

### Requirements

***WAC 357-34-070 when must employees appointed to supervisory or management positions be enrolled in the required training?***

*Employees appointed to a permanent supervisory or management position must be enrolled in the required training within six (6) months of the date of their appointment, or if a program is not available, as soon as possible after it becomes available. When training opportunities are available, the employer may suspend the entry-level training requirement for up to a maximum of an additional six (6) months in cases where the ability of the employer to perform its responsibilities would be adversely affected by the absence of the employee from the work site.*

***WAC 357-34-075 under what circumstances may the employer waive the requirement for an employee to complete supervisory or managerial training?***

*The employer may waive the requirement for entry-level supervisory or managerial training in cases where:*

- (1) The employee has at least one year of experience in a supervisory or management position at some point prior to the present appointment and has demonstrated experience and competence as a substitute for training; or*
- (2) The employee can demonstrate that before this appointment the employee completed training that satisfies the requirements of WAC [357-34-060](#) and WAC [357-34-065](#).*

### Definition

#### **Supervisory or Management:**

Typically a supervisor or manager will also be an Employing official.

***Employing Official:*** *An administrative or supervisory employee designated by the appointing authority to exercise responsibility for requesting certification, interviewing eligible candidates, and recommending appointment of individuals to civil service and bargaining unit positions.*

Additionally, supervisory or management positions will be responsible for supervising at least a 1.0 Full Time Equivalency (FTE) in subordinate staff.

This responsibility will be identified in the classification specification. In cases where the state classification specification indicates “may supervise” the position description will be reviewed. If a position has supervisory responsibilities the position description should identify the responsibility.

**HRS Training and Development Responsibility:**

How will an employee appointed to a supervisor or management position be notified of the required training?

Effective July 1, 2005, positions will be identified by the associated Title Code. A letter will be generated from HRS Training and Development to the supervisor/manager and copied to their immediate supervisor. This letter will indicate they’re position has been identified as a supervisor/manager and they may be required to attend the entry level supervisor 24 hours of training. The letter will instruct them to complete and return a verification form. The letter will also include instructions on how to enroll on line for required courses.

The verification form will be easy to complete. The employee will need to indicate if they have at least one year of experience in a supervisory or management position at some point prior to their present appointment and has demonstrated experience and competence as a substitute for training; or The employee can demonstrate that before this appointment the employee completed training that satisfies the requirement and meet the requirements of WAC 357-34-60 and 65.

**The employee and their immediate supervisor will sign the form indicating:**

- 1) They are not required to take the training because:
  - a. They do not supervise a total of 1.0 FTE.
  - b. They are not in a permanent position.
  - c. They have 1 year of prior supervisor/management experience within the last 5 years and have demonstrated experience and competence.
- 2) They will take the required training
  - a. However they have successful completed part of the required training or equivalent training.
  - b. They are required to take the total 24 hours of training.
  - c. They will postpone enrollment for up to six months due to organizational needs.

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- 3) HRS Training and Development will acknowledge receipt of completed form indicating:
  - a. Approval of waiver.
  - b. Approval of partial waiver.
  - c. Approval of attendance (remind again how to enroll on line).
  - d. Request additional information.

The completed form will be returned to HRS Training and Development for recording and placed in the official HRS employee personnel file.