



5.2. Professional Development Opportunities. The District seeks, within the limits of available resources, to offer and support professional development to increase an employee's skills, knowledge and abilities. Opportunities may include: on-the-job training, in-service sessions, and development activities sponsored by outside agencies or organizations.

5.2.1 Whether an employee is trained in-house or receives their certification from an outside agency, the following procedures will apply:

- (a). An employee must meet all the standards of a recognized certifying agency (such as the Red Cross) before being assigned any Lifeguarding shifts.
- (b). An employee must satisfactorily complete these steps before being assigned solo swimming instruction shifts:
 - i. Receive Water Safety Instruction training either 1-on-1 or in a class setting that includes education on differing strokes, effective instruction methods, group behavior management, and District standards for swim lessons.
 - ii. Shadow at least two different swimming instructors for at least 2 lessons each for a total of 4 shadow lessons covering various levels. This step may be waived at the management's discretion for those who have at least one year of experience in swim instruction at another pool.
 - iii. Perform at least 2 lessons under the direct (in water) supervision of two different current instructors, for a total of at least 4 supervised lessons covering various levels.

5.2.2 The District will provide regular in-service training opportunities and drills for employees to assist with their on-going development and to help them meet and maintain the high standards of performance expected by the District and the patrons. Employees are required to attend these in-service trainings.

5.2.3 The District may agree to pay and/or reimburse employees for pre-authorized, job-related educational opportunities. Outside training approval is granted at the discretion of the District General Manager. Approval must be granted prior to program registration, otherwise the District is not responsible for payment of any registration fees. To be eligible, the employee must demonstrate that all of the following conditions are met:

(a). The opportunity is necessary for improving skills to perform or enhance present work or to qualify the employee for a District planned promotion; and

(b). It is in the District's/Mt. Rainier Pool's best interest to pay for this training; and

(c). The pool's services may be improved as a result of the educational

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5.2.4 The employee should submit a request in writing to their supervisor who forwards it, with comments, to the District General Manager for approval

(a). of employees taking courses that are graded must earn at least a "C" or equivalent in order to receive reimbursement.

5.2.5 The District may, as resources permit, cover the cost of required books or other pre-approved expenses necessary for receiving the full benefit of the educational opportunity

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