



A supervisor and employee, and where the employee is supervised by someone else, that employee's immediate supervisor, may mutually agree to assignment of responsibilities or duties outside of those assigned in the employee's current job description as a career development training assignment. The assignment, which requires mutual agreement, is made without incurring reallocation or compensation obligations, in return for the opportunity to develop new skills and competencies.

A career development assignment requires performance of responsibilities that are outside the current job description and are assigned on a temporary, time-limited basis. These assignments might include inter-unit rotational and/or special project assignments. Participation in this educational activity does not guarantee a promotion or advancement.

Description of responsibilities and duties to be assigned:

Time period assigned:

(Note: the assignment can not begin prior to the "Begin Date." The assignment cannot extend beyond the End Date without mutual agreement, which should be documented on another Career Assignment Agreement)

Begin date

End date

Employee Agreement

I am entering into this career development assignment voluntarily and consistent with the terms of this agreement, CCS Administrative Procedure 2.00.01B, WAC 357-34-050, and my respective collective bargaining agreement. I understand that I have a right to reject the terms of this agreement and remain assigned to my current duties and suffer no negative repercussions for having done so. I understand that I am waiving reallocation and compensation rights in return for the opportunity to use this assignment for personal and professional development for the time period identified above.

Employee Name (please print) _____

Employee Signature _____

date

Receiving Supervisor Agreement

I agree to comply with the terms of this agreement and understand that if the terms of this agreement change I must submit those new terms in the form of another agreement.

Supervisor Name (please print) _____

Supervisor Signature _____ date

Employee's Immediate Supervisor *(if different from Supervisor of Career Development Assignment)*

I support the terms of this agreement with the understanding that if the terms of the agreement change I will be consulted and must continue to support the assignment for it to continue.

Supervisor Name (please print) _____

Supervisor Signature _____ date

Copies of this agreement should be sent to the appointing authority and retained by each party. The original completed agreement must be submitted to the employee's official personnel file in the Human Resources Office.