ONLINE TRAINING POLICY

With the advent of new technology, online training will become more prevalent as a resource for professional development. In most cases the most prudent use of employee time is to allow for the completion of the courses at designated office locations. However, there may be times when it is appropriate to allow an individual to complete the online training at an alternate site. The situation is warranted if one or more of the following statements are applicable:

- Use of an alternate location is a cost savings to the agency
- Use of an alternate location is an approved accommodation for an employee with a disability
- The technology required to participate in the training is not available at the worksite

**Employees approved for online training away from the worksite will be credited with clock hours consistent with those given for the completion of the course. In other words, if the course is valued at 4 CRC credits then the course creators believe that (four) 4 clock hours are a reasonable timeframe for the average individual to complete the requirements.

The process for requesting online training:

- The requested course must be on the employee Career Development Plan
- The employee must furnish the supervisor with a copy of the outline or agenda for the course that reflects the time commitment involved in the training, course topic, etc along with a completed Training Pre-Approval Form (located on the Intranet)
- Supervisors must approve the course and provide written justification (based on the parameters above) indicating the reason training away from the worksite is the most appropriate action.
- Employees must submit a copy of the completed Training Pre-Approval form to the HRD Program Administrator
- Upon completion of the course, the employee will provide a certificate of completion to the HRD Program Administrator for entry on the employee transcript

**Employees that do not seek first line supervisor approval PRIOR to taking the course will not be credited with the hours spent completing the professional development program. Utilization of offsite locations is at the discretion of the first line supervisor and inappropriate use by an employee may result in revocation of this privilege.