

- 1.1 **ONLINE TRAINING:** Employees may receive online training assignments that meet established standards set by the organization, applicable laws & rules or by licensing. These training programs enable the employee to get the information, attitudes, skills and competencies needed to succeed as a member of this organization's team.
- 1.2 **ASSIGNMENT:** Employees may be assigned online training as is appropriate from their human resources manager.
- 1.3 **RESPONSIBILITY:** Employees are responsible to complete the online training during the assigned time period. Employees must verify that they are the person taking the training and are responsible to complete the training independently.
- 1.4 **TIME TRACKING:** Employees are responsible to track their online training time in a manner that is consistent with the organization's payroll and time tracking processes.
  - 1.41 Employees will be paid for online training time in accordance with wage and hour laws. Payment will be issued at the same hourly rate that classroom or live training is paid in. Employees must be paid for the time it takes them to complete the training. Employees should indicate a start and finish time on their time card, similar to how he/she would for a shift or classroom training. If employees are completing the training at a remote location, he/she should only claim for time spent completing the training.
  - 1.42 Each online course is allotted an estimated time for completion (see attached reference sheet). This is the anticipated amount of time that it should take to complete the training. If the delegated amount of time has passed, the employee may continue for **15 more minutes** before they need to stop and contact the training department at 651-454-2732 within the next business day, for further direction on how to continue. It is the responsibility of the employee to obtain approval for the time spent completing the training.
- 1.5 **TRAINING CREDIT HOURS:** STAR Services has determined training credit hours that are assigned for each of the online courses. Lifeworks Services has determined training credit hours that are assigned for courses specific to Lifeworks. These credit hours are based on the content and the average time estimated for completion by participants. Employees will be given training credit for up to the amount of designated hours at the discretion of the human resources manager.
- 1.6 **SPECIAL ACCOMODATIONS:** If employees require special accommodations for learning or completing the online training courses they will work with their supervisor, the service coordinator and the human resources manager to make appropriate accommodations.