

## Online Training Policy

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.

**ASSIGNMENT:** Employees may be assigned online training as is appropriate from their Supervisor, Human Resources or Program Team.

**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.

**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.

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 live training is paid in. Employees must be paid for the time it takes them to complete the training. Employees should utilize the company timeclock system to record their start and finish time, similar to how employee would for a shift or live training. If employees are completing the training at a remote location, employee should only claim for time spent completing the training.

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 their Supervisor, Human Resources or their Program Team 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.

**TRAINING CREDIT HOURS:** STAR Services has determined training credit hours that are assigned for each of the online courses. 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 number of designated hours at the discretion of their Supervisor, Human Resources or their Program Team.

**SPECIAL ACCOMODATIONS:** If employees require special accommodations for learning or completing the online training courses they will work with their Human Resources to make appropriate accommodations.