



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> E-Learning	<b>APPROVAL DATE</b> 1/19/2012
<b>SECTION</b> Computer Systems	<b>REVISION DATE</b> N/A

The purpose of the E-Learning system provided by Laramie County Government is to enhance and/or develop the skills of Laramie County employees. Some E-Learning courses may be required by the County for employees. Departments and/or employees will be notified of such courses and the time period in which they are to be taken. In addition to any required courses, any manager is encouraged to determine how E-Learning courses can benefit his/her team and any time and location allocation needed. Each Elected Official or Department Manager may schedule or direct the scheduling for employees taking E-Learning courses in the manner most conducive to the operation of their respective departments with the qualification that whenever possible, E-Learning classes should be conducted during scheduled working hours.

Time spent using the system outside of normally scheduled working hours must be approved in advance as described herein. Time spent using the E-Learning system outside normally scheduled working hours does not entitle an employee to compensation, including overtime and/or compensatory time, except under those circumstances where compensation is deemed appropriate and is **approved in advance**. Classes not approved for payment by the County must be paid by the employee at the time of attendance directly to the E-learning vendor.

Employees requesting to take a course outside their normal work hours must receive prior approval from their Elected Official/Department Manager. Upon approval from Elected Official/Department Manager, the request will be sent to Human Resources or the County Attorney for final review. Only after final review may an employee begin any E-Learning class outside normal working hours. Elected Officials or Department Managers shall report to Human Resources or the County Attorney's Office any unapproved E-Learning activity by any employee outside normally scheduled working hours.

Violations of the E-Learning policy may result in termination of system access.