



## Online Learning License Guidelines

### Description

The NYS & CSEA Partnership for Education and Training (Partnership) has made available online learning opportunities for CSEA-represented employees. Participating employees will have access to a library of e-learning courses relating to a wide range of professional development topics such as Business Math, Communication and Problem Solving. The library also includes extensive computer skills and information technology courses such as MS Windows and Office applications, Internet Explorer and Web Design. It also includes courses of personal interest such as Personal Finance and Digital Photography.

Employees who register for a license have access to the entire library of e-learning courses for a period of one year. An Internet connection is required.

### Eligibility

The Online Learning program is open to all New York State CSEA-represented employees who register for a license through the Statewide Learning Management System (SLMS). Licenses will be distributed on a first-come, first-served basis. In the event that demand for licenses exceeds the number of available licenses, a waiting list will be maintained.

### Home Use Only License/Work and Home Use License

An employee will register for a license through the Statewide Learning Management System. During the registration process, an employee must elect either the "Home Use Only" program or the "Work and Home Use" program. No supervisory approval is required for a Home Use Only license; however, supervisory approval is required to participate in the Online Learning program during working hours. Once participation in one of the Online Learning programs is approved, a license will be granted.

Agencies may restrict courses taken during work hours to those that are job-related and/or career-related. Prior to registration, it is suggested that an employee have a conversation with their supervisor regarding participation in the program to clarify acceptable time limits for participation during working hours, restrictions on the types of courses to be taken during work hours and the possibility to participate on-site during non-working hours. The development of an agency-wide, office-wide or facility-wide guidelines on the number of hours that may be provided for participation during working hours is an appropriate topic for labor-management discussion. Agencies may also require additional approvals as necessary prior to obtaining a license.

An employee whose request to register for the Work and Home program is denied may still register for the Home Use Only program. In addition, a supervisor may withdraw a Work and

Home Use license for various reasons, including, but not limited to: time and attendance abuse, inappropriate use of the Work and Home Use license or work computer, or due to operational needs. An employee whose Work and Home Use license is withdrawn may register for a Home Use Only license.

**Restrictions on Use**

- Denials of requests for a Work and Home Use license or specific requests to access e-learning at work are not grievable.
- Employees using the license at work must comply with any agency Internet acceptable use policies.
- Employees may not use paid or compensatory overtime to access courses.
- Employees may not share or transfer their license to another employee.
- The Partnership retains the right to reassign licenses not accessed within 30 days of registration.