

## Online Learning License Guidelines

### Description

The NYS & CSEA Partnership for Education and Training (Partnership) has made available online learning opportunities for CSEA-represented NYS 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 writing, communication, organization skills, and problem solving. The library also includes extensive computer skills and information technology courses such as Microsoft Word and Excel, Programming Skills, and Web Design. The library also includes digital books and training videos. Employees who register for a license have access to the entire library of e-learning courses for a period of approximately one year. An Internet connection is required.

### Eligibility

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

### Partnership Online Learning Licenses

An employee will register for a license through the SLMS. No approval is required to use your license at home. However, supervisory approval is required to participate in the Online Learning program during work hours.

Agencies may restrict courses taken during work hours to those that are job-related and/or career-related. Before 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 work hours, restrictions on the types of courses to be taken during work hours, and the possibility to participate on-site during non-work 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 work hours is an appropriate topic for labor-management discussion.

Additionally, a supervisor may withdraw permission to participate in the program during work hours for various reasons, including, but not limited to: time and attendance abuse, inappropriate use of the license or work computer, or due to operational needs. An employee whose permission to access courses at work is withdrawn may continue to access courses at home during non-work hours.

### Restrictions on Use

- Denials of requests for an online learning 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.