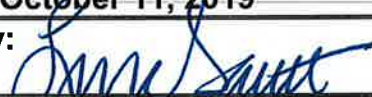




County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject: ONLINE TRAINING PROVIDED BY EXTERNAL PROVIDERS	Policy Number: 205	Page(s): 4
	Effective Date: October 11, 2019	
	Approved By: 	

PURPOSE

The County of Los Angeles (County) is committed to the development of all employees by providing access to the extensive training opportunities that are available in modern learning environments. By leveraging these opportunities, employees are poised to provide the highest levels of service to the greater Los Angeles County community.

The County or any of its individual departments may purchase and provide employees with licenses to external online training content providers, such as UDEMY, Lynda.com, LinkedIn Learning, etc. This policy provides standards for the provision and use of these licenses.

POLICY

Licenses to external online training content providers may be provided to employees to further their achievement of job-related professional development goals. Use of the licenses during regular work hours must be approved by the employee's supervisor, manager, or designee. Overtime or accrual of compensatory time for external online training cannot be granted. Any use of the license outside of regular work hours will be at the employee's own discretion for personal development and will not be compensated by the County.

GUIDELINES

1. **Intent.** Licenses are for the advancement of employee learning and development.
2. **Use.** Online training provides a unique opportunity for highly flexible learning. Requirements for the use of online learning licenses include:
 - a) Licenses are assigned to an employee and may not be shared with others.
 - b) The license may be used during regular work hours to view content that directly aligns with the responsibilities of the employee's current position; expected changes to the responsibilities of the employee's current position; or responsibilities of another position in the employee's supervisor-approved development plan.

Subject:

**ONLINE TRAINING PROVIDED BY
EXTERNAL PROVIDERS**

Policy Number: 205

Effective Date: October 11, 2019

- c) The granting of overtime or accrual of compensatory time to use the license is prohibited.
 - d) Content viewed using the license may be documented in the employee's record in the County's Learning Management System.
 - e) The County, department, or employees may periodically request usage detail reports on the employee's license from the external online training content provider. These reports include the name of content viewed, when it was viewed, how much time was spent viewing it, etc.
3. **Resources.** Employees and supervisors must be given resources to facilitate optimal use of the license on the job. These resources may include the *External Online Learning Supervisor's Guide*, *External Online Learning Employee Information Sheet*, and *External Online Learning Development Plan*.
4. **Limitations.** The County or department that is providing licenses must conduct due diligence in determining that trainings are relevant to employees' achievement of professional development goals and reflects alignment with County policies. However, the County or department is not obligated to guarantee that these professional development goals will be achieved through use of the license.

Additionally, the County and/or department must determine that the curricula provided through the license generally reflect principles of professionalism in the workplace. Employees may contact the Department of Human Resources (DHR) and/or their departmental human resources office with feedback, questions, and concerns about content provided by the vendor.

5. **Cancellation.** The employee's license may be suspended or revoked in situations including, but not limited to, the following:
- a) termination of County employment
 - b) transfer to another County department
 - c) transfer to a different functional unit within the department
 - d) change in job classification
 - e) misuse of license or violation of this policy
 - f) termination of the contract with the online content provider
 - g) decline in work performance
 - h) at the discretion of DHR, the departmental HR manager, or HR designees
 - i) at the discretion of the employee's supervisor and manager in consultation with departmental HR

Note. Employees may be subject to corrective action, which may include discipline, for misuse of the license or other violations of this policy.

Subject:

**ONLINE TRAINING PROVIDED BY
EXTERNAL PROVIDERS**

Policy Number: 205

Effective Date: October 11, 2019

PROCEDURES

SUPERVISOR RESPONSIBILITIES

1. Explore and become familiar with the content provided through the license.
2. Recommend and/or assign relevant content to the employee, including content that reinforces departmental and/or work unit learning goals. Use good judgement in evaluating the content, keeping in mind that the content was not developed specifically for the County and may reflect private sector perspectives.
3. Allow the employee reasonable time, considering operational needs, to use the license during regular work hours.
4. Establish a usage framework, either with or without the employee's input, for how the employee may use the license (refer to the *External Online Learning Supervisor's Guide* for examples).
5. Communicate the above usage framework to the employee, which may include engaging with the employee to complete the attached *External Online Learning Development Plan*.
6. Ensure the employee is using the license according to the terms of this policy and the supervisor's established usage framework.
7. Alert departmental human resources staff of any concerns regarding the employee's misuse of the license.
8. Observe, document, and engage with the employee on a regular basis about outcomes from the employee's use of the license, such as improved performance, increased productivity, and progress in achieving learning and development goals.

EMPLOYEE RESPONSIBILITIES

1. Openly discuss professional goals to enable the supervisor to effectively determine how to guide the employee's use of the license and complete the *External Online Learning Development Plan*, if required.
2. Use the license in a manner consistent with the usage framework established by the supervisor.

Subject:

**ONLINE TRAINING PROVIDED BY
EXTERNAL PROVIDERS**

Policy Number: 205

Effective Date: October 11, 2019

3. Use good judgement in evaluating the content viewed, keeping in mind that the content was not developed specifically for the County and may reflect private sector perspectives.
4. Refrain from distributing the content as one's own or for others' use. Copying for notetaking purposes for one's own use is allowed.
5. Discuss with the supervisor any concerns regarding completion of recommended and/or assigned content that interferes with the ability to perform work duties.

Questions regarding this policy may be directed to the DHR Workforce and Employee Development Division (WED), at workforceplanning@hr.lacounty.gov.

AUTHORITY

Civil Service Rule 21, *Employee Development*

REFERENCE

Board of Supervisors' Policy 6.101, *Use of County Information Assets*

DATE ISSUED

Issue Date: October 11, 2019