

# ***University of Louisiana at Lafayette Computer-Based Training Policy***

## **Purpose**

It is our goal at the University of Louisiana at Lafayette to train and develop our workforce and to support an organizational value of continuous learning. Computer-based training at the University is about ensuring the organization provides training and information to our employees anytime, any place, and at any pace.

## **Introduction**

Computer-based training courses are currently being provided through a contract that the State of Louisiana's Comprehensive Public Training Program has with MindLeaders. MindLeaders offers online computer software courses, professional development courses, and business skills videos.

## **Policy**

Employees must obtain supervisory approval prior to taking a MindLeaders training course during work hours. This ensures training activities during work hours are based on individual and organizational needs, and that training is performed during a time that will not disrupt priority work assignments.

When courses are approved by a supervisor a reasonable amount of time should be established by the supervisor for use of Computer-based training during regular work hours.

Computer-based training is available for access via the internet 24 hours a day, seven days a week; therefore University employees may use the courseware wherever they have a computer with access to the internet. There is no limitation on usage aside from regular work hours; however, employees may not be required to participate in computer-based training beyond regular work hours.

UL Lafayette employees will not be compensated through compensatory time, overtime, or credit hours for participating in training beyond regular work hours.

## **Procedure**

For information on how to register, contact the Human Resources Department for written instructions.