

Stark County Board of Developmental Disabilities

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| Policy 4.06 Learning Management System Training | Effective: 12/12/23 |
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LEARNING MANAGEMENT SYSTEM (LMS) TRAINING

POLICY

Stark County Board of Developmental Disabilities provides employee training as a means to help employees develop and/or enhance their professional skills and to assist them with their career development goals.

As part of our commitment to staff training and development, we provide online courses from Relias Learning within Relias LMS, a learning management system (LMS).

Mandatory Training and Education

Stark County Board of Developmental Disabilities requires mandatory training for all employees on such topics as safety, HIPAA, MUI, ethics, and job and/or work specific topics as well as organization policies. Employees are given access to their training plans via a password secured log-in to Relias LMS. Mandatory training and other agency requirements are listed with specific due dates on the employee's training plan.

All mandatory training is expected to be completed on or before the "required by" date and should be done during the employee's scheduled work hours. Employees will be paid their regular rates. Non-exempt (generally hourly) employees must obtain prior written approval from their supervisor if training time will require overtime pay. Exempt employees may complete the training outside their regular scheduled hours, at their discretion, but will not receive any additional compensation or time off.

Timely completion of training will be part of an employee's annual performance evaluation. Certain mandatory training may be required for the employee to maintain or renew his/her certification, registration, or licensure. Completion of required training does not guarantee raises, promotion or other compensation or in any way alters the "at will" status of employment.

Recommended Training and Education

From time to time a supervisor may recommend specific online courses as a performance improvement activity or as part of an employee's professional development plan, or the employee may request permission to take specific courses. Time spent on online courses that are taken with supervisory pre-approval will be compensated as described in the Mandatory Training and Education section of this policy.

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Elective Training and Education

Relias Learning provides a library of professional courses on a variety of behavioral health and human service topics. Employees may, at their own discretion, take online courses for continuing education credit, for professional development, or personal interest at no cost. Employees choosing to take online courses at their own discretion, as electives, must do so on their own time and will not be compensated for their time.

Other Training

Board developed or approved training can also be delivered through the Relias Learning platform to include PowerPoint presentations, PDF documents, or videos. In-person training can be added to Relias through the use of the Event enrollment option. The Human Resources Department oversees and coordinates all training materials and documents that are uploaded into the Relias Learning Management platform.

| Historical Resolution Information | | Reviewer(s): |
|-----------------------------------|--------------------------|-----------------------------|
| Date | Resolution Number | Director of Human Resources |
| 6/27/17 | 06-29-17 | |
| 10/27/20 | 10-43-20 | |
| 12/12/23 | 12-48-23 | |

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Learning Management System (LMS) Training

PROCEDURE

1. Employees will be paid for all mandatory RELIAS training based upon their normal, assigned rate of pay.
2. Special Olympic Coaches will be paid a stipend for all assigned mandatory RELIAS training they are required to complete.