



COMPENSATION/OVERTIME FOR E-LEARNING

■ What can you do to avoid problems or unanticipated expenditures?

Establish written or verbal agreements with your employees about what training is to be taken and when. You may want to use POD's Action Plan to help you with this. (You can download the Action Plan from <http://www.washington.edu/admin/hr/pod/elearning/>. Identify whether or not course is required, and then under "When should this course be taken?" identify appropriate days and times for the employee.)

It is your responsibility as a supervisor to make clear to employees that overtime hours must be authorized and that employees who work unauthorized overtime may be subject to disciplinary action.

Should you have concerns or questions about compensating employees for training, contact your HR Consultant to avoid unanticipated budgetary impacts.

■ Must you compensate employees for time spent e-Learning?

Although e-Learning expands employee access through round-the-clock accessibility, supervisors should still approach issues of compensation, release time, and overtime much as they would other types of training.

For overtime-eligible employees, if continued employment is contingent on successfully completing certain classes or certifications, apply the following standards (whether for e-Learning or other types of training):

The department should provide release time for the employee during the regularly scheduled hours of work or come to an understanding about what hours outside of work will be used to get the required training. Time spent outside regularly scheduled hours would be compensable time.

■ How can you determine if training is not compensable?

Use the four-point test below. Note that all four points must be met or the training time may be compensable. If all four of the below principles are met, the activity should probably not be counted as working time.

- 1) attendance must occur outside the employee's regular working hours; and
- 2) attendance must in fact be voluntary; and
- 3) the employee must do no productive work while attending; and
- 4) the program, lecture or meeting should not be directly related to the employee's job. (It is directly related to the employee's job if it aids the employee in handling his or her present job better, as distinguished from teaching the employee another job or a new or additional job skill.)

(If you have any questions, contact your HR consultant.)

Should you have questions about employee compensation, overtime eligibility, or release time, [contact your HR Consultant](#).