



The Evergreen State College

## STAFF ENROLLMENT PROCEDURES THE Evergreen E-Learning Training Program

June 1, 2003

### **PURPOSE**

The purpose of this document is to provide both supervisors and managers of Evergreen's regular staff with guidance on the procedure to the request and manage employee participation in The Evergreen State College ELearning Training Program.

### **E- Learning- Action Plan AND Application Process**

- The E-Learning Action Plan will be used to initiate an E-Learning training request and should clearly define the reasons for taking the courses and the courses to be taken, their relationship to achieve of the employee development plan goal/s. The E-Learning Action Plan may be initiated by either the employee or their supervisor.
- The Evergreen State College ELearning Application and Agreement Form will be based on the completed E-Learning Action Plan. The Evergreen State College ELearning Application and Agreement Form is the form to use for authorizing and approving individual employee enrollment in the ELearning Training Program. These forms are available at <http://www.evergreen.edu/employment/resources/forms> or you may request a paper copy from Allen Toothaker in HRS at x 6362.
- The Evergreen State College ELearning Application and Agreement Form is the form to approve both non work hour enrollment and/or work day/hour participation in ELearning courses. You may authorize staff enrollment in ELearning courses either outside their normal works or during normal work hours.
- The Evergreen State College ELearning Application and Agreement Form should contain the following information at submission to HRS:
  - List the employee name, Banner ID # if known, position title, and department.
  - List the course names and #'s you are approving and then under the section on the application form entitled "Relevance of eLearning course/s" explain your rational for authorizing the employee's participation in the courses listed on this application. Also, make sure you list the key "Benefits of course/s" proposed to the employee and the organization.
  - Provide estimated start and end date for the training specified on the training plan and Evergreen State College ELearning Application and Agreement Form.
  - Have the employee read and sign the completed eLearning application form.
  - Supervisors are authorized to approve individual employee enrollment in ELearning outside their normal work hours. Supervisors are not authorized to approve normal work hour participation unless they also serve as the department manager and hiring authority.
  - The Department Manager with hiring authority will provide signature approval on The Evergreen State College ELearning Application and Agreement Form for any employee using their normal work hours to participate in E-Learning courses.
  - Supervisor submits the completed Evergreen State College ELearning Application and Agreement Form to HRS and retains the E-Learning Action Plan for their record.
  - HRS enrolls employee in The Evergreen State College ELearning Training Program and tracks employee progress toward completion of course work. Reports to supervisor on course completion and non-completion.