

## **Employee e-Learning Agreement**

I agree to adhere to the (department name) rules and regulations of this e-Learning Agreement.

Sharing of individual usernames and passwords is prohibited.

During work hours, I may access e-Learning courses through the e-Learning home page linked to from the intranet. Courses will relate to my job function and/or my professional development. I must obtain supervisory approval prior to participating in e-Learning during work hours. Upon supervisory approval, I will be issued a user name and password from the e-Learning administrator.

During non-work hours, I may access courses through the Internet. I understand that I will not be compensated for e-Learning/training on my own time, unless I receive prior approval from my section.

e-Learning usage will be reviewed regularly. Intentional violations of the e-Learning agreement may result in termination of my user name and/or referral for disciplinary action, as appropriate.

Check the following box if you accept the usage terms stated above: