

April 27, 2023

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POLICY NUMBER		513
ORIGINAL DATE:		03/01/2008
TITLE:	LEARN MANDATORY TRAINING & COMPENSATION (FOR NONEXEMPT EMPLOYEES)	

POLICY The purpose of this policy is to establish guidelines for compensation for non-exempt employees who take mandatory HUB training during non scheduled work hours.

PROCEDURE

1. Employees are encouraged to complete required HUB courses during scheduled work time. Noncompliance may result in disciplinary action, including suspension and termination. Full-time employees should plan to take training in a method or manner that does not exceed 40-hours in a work week.
 - Computers are available in the Education Computer Lab, Orientation Computer Lab, Medical Library and most departments.
2. Non-exempt staff, who are unable to complete their mandatory on-line education during normal work hours, will be compensated for their time according to the following guidelines:
 - Employees must have their Manager's approval before taking on-line mandatory education outside of work hours.
 - An employee must promptly report/record (on the Clocking Exception Verification form) the date of completion of the HUB course to the manager prior to submission of time records for the pay period. The Manager will give this information to the timekeeper to enter into Kronos.
 - All mandatory HUB courses will indicate a maximum amount of time allowed for the course except those below and the times are listed accordingly. Compensation for non-exempt staff will equal the maximum time allotted for course completion.
 - Maximum amount of time allowed for the following courses are as follows:

1 hr BLS (Heartcode BLS on-line)
4 hrs ACLS
2 hrs Heartsaver CPR (reimbursable)

Learn Training and Compensation

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2 hrs NRP
2 hrs Rapid Regulatory Compliance (Clinical)
1.5 hrs Rapid Regulatory Compliance (Non-Clinical)

- If an employee reaches the maximum allotted time while taking a course outside of work hours and needs additional time for completion, **the employee must log off of HUB**, and make arrangements with his or her Manager for a time to complete the course during scheduled work hours.
 - Actual time spent on HUB will be counted as work hours for purposes of overtime; however, it will not exceed the allotted time for course completion.
 - If not completed during work time, no differentials or specialty pay will apply.
 - An employee may be subject to Human Resources Policy #305, Progressive Corrective Action, for not adhering to policy guidelines.
3. Technical support for HUB issues is only available for CHI St Vincent Computers.

Learn Training and Compensation

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