

Appropriate Use of Training Time

All Washington State University employees are encouraged to take advantage of WSU Online Training Resources.

If courses are required, supervisors and employees should work together to develop a training development plan. The plan should include times when the employee can focus on the training.

A few items to keep in mind:

- Required, mandated and encouraged training time may be considered hours worked and may count towards the 96 hours of release time.
- Employees taking an initiative to take courses on their own must keep in mind the State Ethics rules regarding appropriate use of state resources, including time. Refer to: BPPM 20.35 [Use of University Property](#); BPPM 20.37 [Personal Use of University Resources](#); and RCW 42.52.160, [Use of Persons, Money, or Property for Personal Gain](#).
- All employees who are eligible to claim overtime must receive prior approval before taking courses that are directly related to their position with WSU. Refer to BPPM 60.59 [Overtime Eligible Employees](#).

Courses taken for personal development, not related to the employee's position with WSU, can be done on the employee's own time using non-university resources. NOTE: personal use of WSU Online Training Resources cannot be done using university resources including time and cannot interfere with normal work assignments.

Inappropriate use of WSU Online Training Resources or the use of time may result in corrective or disciplinary action.

Questions regarding overtime (Fair Labor Standards Act) and work vs. non-work time should be directed to Human Resource Services.

Human Resource Services Contacts:

<http://www.hrs.wsu.edu/HRS+Contacts>