

# ADMINISTRATIVE PROCEDURES



Procedure Number: 30-22

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County Administrator

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SUBJECT: **ACCESS TO THE PIMA COUNTY RISK MANAGEMENT ONLINE LEARNING SOURCE**

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DEPARTMENT RESPONSIBLE: Finance and Risk Management

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1. **STATEMENT**

This procedure provides instructions regarding the Pima County Online Learning Source for Risk Management training.

2. **SCOPE**

The Pima County Online Learning Source environment enables County employees to learn about safety topics that are directly attributable to the employees' job functions.

3. **ONLINE LEARNING SOURCE EQUIPMENT REQUIREMENTS**

Employees who are approved to access the Online Learning Source will require the use of a PC with a broadband internet connection and a headset, unless the employee is able to complete the training in a closed environment, such as an office with a door.

Headsets may be provided by ITD for use by an employee. They are obtained for a defined timeframe by contacting the ITD Service Desk at 10-8471.

Employees with no access to a computer may use the ITD Learning Center located on the 5<sup>th</sup> floor of the Health and Welfare Building. This must be scheduled in advance by contacting the ITD Service Desk. Additionally, Risk Management has several dedicated computers for training use. Contact Risk Management at 10-4477 for information.

4. **PROCEDURE**

4.1. Before an employee is granted access to the Online Learning Source, the department must complete an enrollment form to register the employee for the class. The form is located on the Finance and Risk Management Intranet Training Risk Management webpage at

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[http://intranet.pima.gov/Finance/Training/Online Training Registration.xls](http://intranet.pima.gov/Finance/Training/Online%20Training%20Registration.xls)  
The form identifies the employee and the requested access for a particular Risk Management training class.

- 4.2. Once the enrollment form is completed, e-mail the signed form to [onlinelearning@pima.gov](mailto:onlinelearning@pima.gov).
- 4.3. A login ID and password will be e-mailed to the employee within two days of the receipt of the enrollment form. The employee will be required to change the password on the first login.
  - 4.3.1. Supervisors and Managers are encouraged to give the employees time to take required courses during their normal working hours.
  - 4.3.2. Non-exempt employees must have their Supervisor's or Manager's permission to complete the required course(s) outside of the regular work hours. If approved, non-exempt employees may earn overtime hours and must be compensated when applicable.
  - 4.3.3. Exempt employee may take online courses at any time.
- 4.4. Courses may be taken across multiple sessions and do not have to be completed in one sitting. However, any course must be completed within 30 days from beginning the course.
- 4.5. To complete a course, an employee must take all required tests and receive a minimum score of 80%.

## **5. ACCESS PERIOD AND COST**

- 5.1. There is no cost for any Risk Management course.
- 5.2. For an employee enrolled in the Defensive Driving training course, the employee will have access for one month from the date that access is given. During that time, the employee must complete the training course.
- 5.3. For an employee enrolled in one or more Safety training courses, the employee will have access to the system for three months from the date that access is given. During that time, the employee must complete the chosen safety classes.

Note: The Online Learning Source also contains desktop courses and information technology-specific courses. There is a charge for these courses. Access may be received from the Information Technology Department.

Other Procedures: ITP2-03-2009, Access to the Pima County Online Learning Source located at <http://intranet.pima.gov/isd/documents/OnlineProcedure.pdf>.