



San Diego Zoo Global MyAcademy Employee Policies

The San Diego Zoo Global MyAcademy collaborative learning site has been established to provide employees of San Diego Zoo Global a collaborative learning environment for sharing of information and resources, and to take eLearning courses to increase your professional knowledge. In addition, San Diego Zoo Global is providing you with access to the San Diego Zoo Global Academy so you can interact and communicate with peers and colleagues across the entire Zoo and Aquarium Community. You are responsible for reading, understanding, and complying with the site's terms of use. We trust our employees to use these new tools wisely and follow the guidelines below.

1. Take courses ONLY on the San Diego Zoo Global MyAcademy site and NOT on the San Diego Zoo Global Academy site. We are not able to track your progress or completion on the San Diego Zoo Global Academy site and you WILL NOT be given credit for, or receive reimbursement (if eligible) for, any courses taken on any site other than San Diego Zoo Global MyAcademy.
2. The MyAcademy and San Diego Zoo Global Academy sites contains collaborative learning tools. Please use the same judgment in writing your postings that you would in writing any formal letter. Post only content that you would be comfortable having the Zoo community, your colleagues, the Zoo audience, and the general public read, hear, or see. The SDZG Social Media rules shall apply to these sites as well.
3. We have chosen to leave open the ability for employees to add resources to our learning community. Be careful to identify all copyrighted or borrowed material with appropriate citations, links, or permissions. To make the most of this opportunity, make sure your group posts are frequent, informative, convey a positive attitude, and use family friendly language.
4. San Diego Zoo Global believes that sharing of information and experiences benefits our entire San Diego Zoo Global community and ultimately the people and species we serve. Feel free to share and discuss your experiences to help others learn from your experiences.
5. The San Diego Zoo Global MyAcademy site offers opportunities to link to external sites. The Internet is all about connecting with links, so if you see something interesting, valuable or relevant, link to it! The more you link to relevant material, the more our community will grow.

6. Please remember that group activity, posting to discussion boards, and other collaborative learning activities within the San Diego Zoo Global MyAcademy and Global Academy sites are personal and should be done on your own time unless you have specifically been assigned to perform an online activity related to your San Diego Zoo Global responsibilities by a San Diego Zoo Global Manager or Human Resources professional.
7. Hourly Employees: Here are the rules on taking courses on the clock versus off the clock:
 - a. If you are required to take a course by a Manager, then you will be paid for the time it takes the typical learner to take that course as identified on the course length information. Before taking any course please make sure to get confirmation from your Manager AND Human Resources that you are eligible to take the course and to determine if you will receive reimbursement for the course time.
 - i. Said courses should be taken on any SDZG computer, while clocked in, including the newly created computer labs at the Zoo and the Safari Park.
 - b. If you would like to take a course that has not been assigned by your Manager, and you want to do so on your own time, then you still need get approval by your Manager and Human Resources.
 - i. Once given approval, then said course can be taken from any computer that has internet access.
 - c. Failure to follow these basic rules can be cause for employee discipline.
8. Exempt Employees: Once given approval, then said course can be taken from any computer that has internet access.