

## Overview

Voltron is the new Company policy for promoting learning and growth. The purpose is to be a partnership between colleague and company to achieve bidirectional growth and foster the attainment of SMART goals. The process is meant for acquiring time-bound access to paid learning resources, for a specific purpose. The scope of the requested resource should be kept within a few months per request. Part of the motivation for this process to expedite access to resources and reduce impediments to learning. Colleagues will acquire resources up front so that they may begin learning right away. This is part of an ongoing effort to inculcate a culture of growth and learning within the organization. As such, all requests within reason, should be assumed at the outset, to be approved. All reimbursements contingent on funding available.

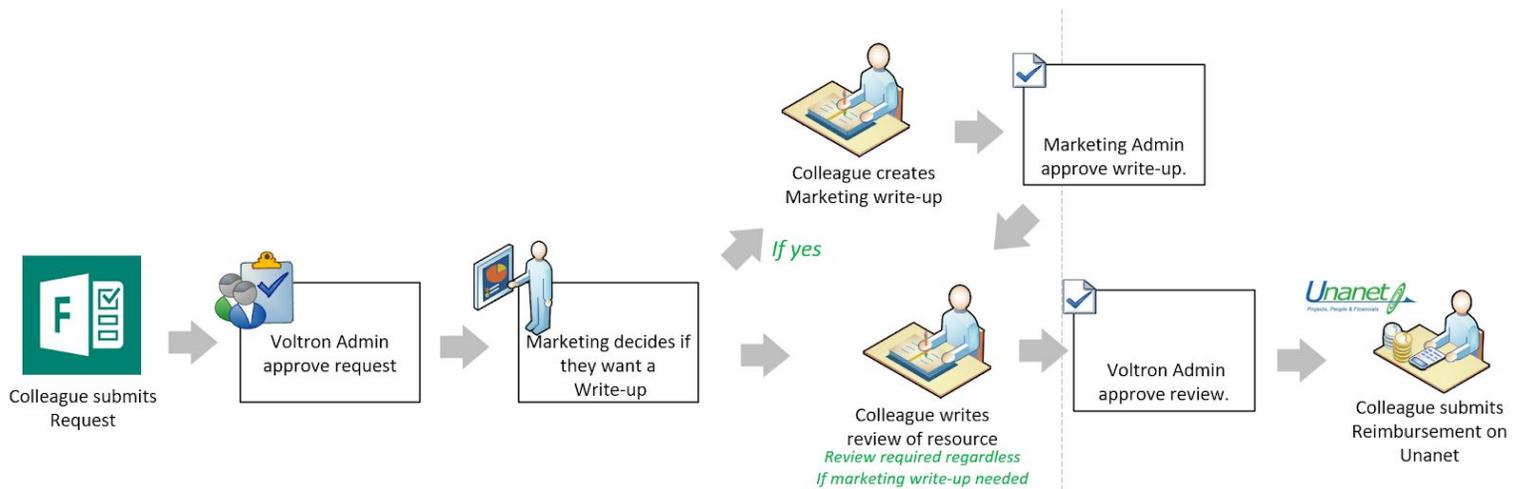
## Process

1. Submit a request for a specific resource, associated cost, and purpose. If company personnel are affiliated with the request, such as a project manager, they must indicate who it is.

Form location: *Teams -> General -> Learning Resource Request.*

2. The Voltron Admin will approve or deny the request. If Voltron Admin do not respond with 48 hours, the request will be approved unless the Voltron Admin sees any issues (see Exceptions below).
3. After the Voltron Admin approves the request, Marketing decides if a write-up on the requested resource will be of use and what kind of write-up they prefer from the colleague. Marketing has 72 hours to decide or the write-up is no longer mandatory. If a write-up is required Marketing has 5 business days (in addition to the 72 hours) to meet with the writer and decide on the write-up details.
4. Marketing approves the first-draft of the write-up if applicable. Colleague is only required to finish the first draft to receive reimbursement. Marketing will resume communication with the colleague to publish the write-up.
5. The colleague writes an evaluation on the given resource ([see Microsoft Teams below](#)). This evaluation is separate from the Marketing write-up and is to inform fellow colleagues if the given resource is worth using.
6. When the colleague submits the write-up for review (See Teams below), Marketing or the Voltron Admin have 72 hours to approve the request or it is immediately approved by default. Once the write-up is approved, Voltron admin will send a confirmation email, which the colleague will use to submit a reimbursement request on Unanet.

## Process Illustrated



## Microsoft Teams

Teams is the official collaboration resource at Company and evaluations can easily be shared. Any evaluations can be seen and submitted under *Teams -> Voltron -> Knowledge Base -> Files*. If you do not see the Voltron option in Teams click “Create or Join Team” in the bottom left of the side bar and look for Voltron.

If you’re only submitting a review, simply upload the word document. If you have other materials to share (e.g. Download course book or other docs) upload a folder instead with your evaluation and docs. You can see an example of both types in the existing Files section.

When you’ve submitted your doc please email Voltron admin indicating completion.

With the wealth of add-ins for Teams, the exact format to be shared may change over time. Since evaluations are not intended for Marketing, the Voltron Admin will review the evaluation. If the colleague can download any materials (e.g. Book PDF), they should submit them along with the evaluation.

## Reimbursement Submission

Once the Voltron Admin approves your expense for reimbursement, submit a Unanet expense report with Professional Development as the Project and Project Voltron as the Expense Type. Attach a copy of the approval email and a receipt for the expense. Reimbursements submitted by the 5<sup>th</sup> of the month following the date of the expense will be made by the 10<sup>th</sup> of the following month.

## Exceptions

Voltron approves learning materials affiliated with the Company core competencies – App Dev, Data Management, SAAS, and Management Services

Voltron does not reimburse the following items. Please speak with HR for these requests.

- Hardware Equipment (e.g. Laptops or monitors)
- Learning Resources that are not connected to Company (e.g. Circuit Breakers)
- Subscriptions for unnecessarily extended amounts of time (year-long membership)
- Software Products (e.g. Dragon Dictate Talk/Write)
- Conference and In-Person Training Fees