



UAF Policy 04.07.010

Original Adoption: October 18, 2010

Revised: February 14, 2025

Responsible Chancellor's Cabinet Member: Vice Chancellor for Administrative Services, Vice Chancellor for Research and Provost

Responsible Department/Office: Environmental Health Safety and Risk Management (EHSRM), Human Resources (HR), Office Rights, Compliance, and Accountability (ORCA), Office of Research Integrity (ORI)

Required Training Policy

1.0 POLICY STATEMENT

University of Alaska Fairbanks (UAF) requires that all employees complete UAF's Tier 1 training requirements within the specified period of time. Additional training may be required that are duty specific (Tier 2) or for professional growth (Tier 3) as determined by supervisors. Volunteers are required to complete Title IX training in addition to duty-specific training as determined by the supervisor.

2.0 BACKGROUND & JUSTIFICATION

UAF is committed to fostering a safe, collaborative, and respectful campus environment. UAF's training requirements are intended to support those objectives.

To charge restricted funds for employee time spent in required training, UAF must promulgate a written policy on required training.

3.0 EXCEPTIONS

None.

4.0 DEFINITIONS

Tier 1 Trainings - Mandatory training for all UAF employees.

- **Behavior-Based Safety training (Tier 1)** - Behavior Based Safety is a program designed to influence employee actions toward safer outcomes, ideally by preventing an accident or injury before it occurs. Required of all employees within 30 days of hire per (reference to HR memo here).
- **Combined Employee Safety Orientation (Tier 1)** - The basic safety training containing Office Safety, Slips, Trips, and Falls, and Department Emergency Action Plans. Required of all employees within 30 days of hire.
- **Data Security - Malware (Tier 1)** - high-level overview of malware software attacks used to obtain/steal data and the practical steps you can take to avoid data breaches.
- **Data Security - Phishing (Tier 1)** - high-level overview of data security issues with phishing (malicious links sent through text or emails) and practical steps taken to avoid data breaches.

- **Protection of Minors Training (Tier 1)** - training must be completed within 30 days of hire for all employees. Employees functioning as an authorized adult (working with minors as part of their official duties) must complete the training before work with minors begins and must complete annual protection of minors training. Established under a separate UAF Policy 05.09.014.
- **UA Safe Title IX (Tier 1)** - must be completed within 30 days of hire. After the initial Title IX training is completed, a Title IX training update is required annually (between July 1 - October 31 each fiscal year).
- **Workplace Harassment Prevention training (Tier 1)** - required of all employees within 30 days of hire per (reference to HR memo here).

Tier 2 Trainings - May be mandatory training for a UAF employee based on job and supervisory requirements. Please check with your supervisor.

- **FERPA Training (Tier 2)** - Per BOR Policy P09.04, the University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations as amended. All employees with educational/instructional responsibilities are required to complete FERPA training within 30 days of assuming instructional duties and annually thereafter.
- **UAF Hazard Communications (Tier 2)** - Individuals working with larger than consumer quantities of typical office products (i.e., service copiers, printers, or other equipment), working in a warehouse or other chemical storage facility, performing industrial activities involving chemicals, including fuels, oils, solvents, and compressed gasses, or working in a laboratory that uses chemicals, compressed gasses, and/or equipment that poses physical hazards (lasers, ovens, radiation, etc.). If none of these apply, complete an attestation form found on the EHSM website.
- **Job-Specific Safety Training (Tier 2)** - Job-specific safety training courses must be completed within 30 working days of hire or before undertaking specific activities identified as safety concerns by the supervisor or employee. Refresher training is required, and varies from annually to every 3 years depending on the training.
- **Responsible Conduct in Research Training (Tier 2)** - these mandatory training are identified under a separate UAF Policy 10.07.001, and are available from the Office of Research Integrity (ORI) website.
- **Supervisor Training (Tier 2)** - Supervising for Success consists of training which is composed of the required supervisory curriculum that has been established since 2008 and can be reviewed on the Human Resources website. The complete series must be completed within one year of appointment to a supervisory position.

Tier 3 Trainings - Professional Development. May be required for a UAF employee based on job. Please check with your supervisor on training options.

5.0 REFERENCES RELIED UPON

- UA Employee Learning Library
- Human Resources
- EHSM Safety Training website

- [Department of Education](#)
- Family Educational Rights and Privacy Act of 1974
- UAF Protection of Minors - UAF Policy 05.09.014.
- Responsible Conduct in Research - UAF Policy 10.07.001
- [BOR Policy P.04.07](#) - Employee Relations

6.0 RESPONSIBILITIES

All employees of UAF must complete the Tier 1 required training as described in the definitions and additional Tier training as required for position.

Supervisors or leads must attend the required supervisor training classes within the time frames established. Supervisors are responsible for ensuring that those employees they lead or supervise are notified of and complete required training, both basic training for all employees and any additional specific training required for their particular job duties, and that compliance with required training is addressed in the employee's performance evaluation. All supervisors are expected to be familiar with required training and assist employees in scheduling and attending required training

Non-mandated training, and training which are not required to perform job duties, may be considered an opportunity for employee growth and development; however, such training may not be chargeable to restricted funds. Questions regarding restricted fund charges should be directed to the Office of Grants and Contracts Administration (OGCA).

7.0 NON-COMPLIANCE

Non-compliance may result in implementation of the progressive discipline process (i.e., verbal warning, written reprimand, notice of intent to take corrective action up to and including termination of employment). Non-compliance may result in inability to perform required job duties, violation of federal law and risk of injury to person or property.

8.0 PROCEDURES

All UAF employees are required to complete all Tier 1 training within the first 30 days of employment. The required training, and where to locate the training, can be found below.

Located on MyUA/PageUp - Tier 1:

- Workplace Harassment Prevention (within first 30 days of employment)
- Behavior Based Safety (within first 30 days of employment)
- Data Security - Phishing (within first 30 days of employment and annually thereafter)
- Data Security - Malware (within first 30 days of employment and annually thereafter)

Located on Canvas - Tier 1:

- UA Safe Title IX (within first 30 days of employment and annually thereafter by October 31st)

Located on Environmental Health & Safety, and Risk Management (EHSRM) website - Tier 1:

- Protection of Minors Training - Non-authorized Adult or Authorized Adult (within first 30 days of employment),
- Employee Safety Orientation Training (within first 30 days of employment and every three years thereafter)
- UAF Hazard Communication (or office worker attestation; EHSRM website)

Located on employees department website or EHSRM website - Tier 1:

- Emergency Action Plan (Tier 1) - see supervisor or building coordinator for your EAP

Additional Tier 2, 3, 4 trainings, such as supervisory training, FERPA training, lab safety and hazardous waste management training, or responsible conduct in research training, Banner navigation, procurement and travel training, OGCA training, EHSRM training, or other administrative training of a similar type may be required for employees depending on job duties (see Responsibilities section 6.0).

Supervisors and employees who need assistance in identifying their required training should consult with HR, ORCA, ORI, EHSRM, or other administrative departments who sponsor and offer training in order to identify required training and distinguish required training from non-mandated training.

POLICY APPROVED BY:



Daniel M. White, Chancellor
University of Alaska Fairbanks

Signed: March 28, 2025