

# REQUIRED TRAINING POLICY

## UAF Policy 04.07.010

**Original Adoption:** October 18, 2010

**Original posted:** <http://www.uaf.edu/files/safety/policies/04.07.010-Signed-by-Chancellor.pdf>

**Revised:** April 16, 2018 (previous revisions [June 22, 2015](#); [June 30, 2017](#))

**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, Human Resources, Office of Diversity and Equal Opportunity, Office of Research Integrity

## POLICY STATEMENT

It is the policy of the University of Alaska Fairbanks that all employees complete UAF's core training requirements within a specified period of time to remain employed at UAF.

Required trainings for all UAF employees include:

- Safety trainings,
- Title IX training,
- Protection of minors training, and
- Anti-bullying in the workplace training.

Additional training, such as supervisory training, FERPA training or responsible conduct in research training, may be required for employees depending on job duties.

Details on required trainings, including information on how employees access the training programs, are available online at:

- [UA Employee Learning Library](#),
- [UAF Human Resources](#), and
- [EHSRM Safety Training](#).

## 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 trainings, UAF must promulgate a written policy on required training.

## DEFINITIONS

- **Mandatory Safety Trainings** - includes Employee Safety Orientation; Slips, Trips and Falls; Illness and Injury Prevention; and Hazard Communication. These trainings build on requirements that have been established at UAF since 2008. The basic safety trainings required of all employees must be completed within 30

working days of hire or before undertaking specific activities identified as safety concerns by the supervisor or employee. A three-year refresher is recommended. The department emergency action plan training must be completed every two years or when changes are made to the plan.

- **Mandatory Title IX/Sex-Gender Based Discrimination Prevention** - must be completed within 30 days of hire. After the initial Title IX training is completed, a Title IX training update is required annually.
- **Mandatory Protection of Minors Training** - two-part 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 minor training. Established under a separate [UAF Policy 05.09.014](#), dated May 23, 2013.
- **Mandatory Anti-bullying in the Workplace training** - required of all employees within 30 days of hire.
- **Mandatory Supervisory Trainings** - Supervising for Success consists of trainings which comprise the required supervisory curriculum that has been established since 2008 and can be reviewed on the [UAF Human Resources website](#). The complete series must be completed within one year of appointment to a supervisory position.
- **Mandatory FERPA Training** - Per BOR Policy P09.04, the University complies with the Family Educational Rights and Privacy Act of 1974 and its implementing regulations as amended (FERPA). All employees with educational/instructional responsibilities are required to complete [FERPA training](#) within 30 days of assuming instructional duties and annually thereafter.
- **Responsible Conduct in Research Training** - these mandatory trainings are identified under a separate [UAF Policy 10.07.001](#), dated June 8, 2010, and are available from the [Office of Research Integrity website](#).

## RESPONSIBILITIES

All persons who are 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 required trainings, both basic trainings for all employees and those additional specific trainings required for their particular job duties, and that compliance with required trainings is addressed in the employee's performance evaluation.

All employees of the University of Alaska Fairbanks must complete the required trainings as described in the definitions.

Additional trainings may be relevant to an employee's job as required by the employee's supervisor or through an assessment of task specific job duties or conditions of the workplace. Where such trainings are required or necessary to perform job duties, those trainings are encompassed in this policy. Examples include Banner navigation, procurement and travel training, Office of Grants and Contracts Administration training, Environmental Health, Safety and Risk Management training, or other administrative trainings of a similar type.

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

## **NON-COMPLIANCE**

All supervisors are expected to be familiar with required trainings and assist employees in scheduling and attending required trainings. Per BOR Policy P04.07.040, supervisors will apply necessary and appropriate corrective action whenever an employee fails to meet the required standards of conduct or performance.

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) per BOR Policy P.04.07 and implementing University Regulations R04.07. Non-compliance will result in an unsatisfactory performance evaluation of the supervisor and/or the non-attending employee, and may result in inability to perform required job duties, violation of federal law and risk of injury to person or property.

## **EXCEPTIONS**

None.

## **PROCEDURES**

Supervisors and employees who need assistance in identifying their required trainings should consult with Human Resources, Environmental Health Safety and Risk Management, Office of Diversity & Equal Opportunity, Office of Research Integrity, or other administrative departments who sponsor and offer trainings, in order to identify required trainings and distinguish required trainings from non-mandated trainings.

## **POLICY APPROVED BY:**



Daniel M. White, Chancellor  
Approved: April 24, 2018