

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: June 22, 2015

Responsible Chancellor's Cabinet Members: Vice Chancellor for Administrative Services and Vice Chancellor for Research

Responsible Department/Office: Human Resources, Environmental Health Safety and Risk Management, Office of Diversity and Equal Opportunity, Office of Grants and Contracts Administration, Office of Research Integrity

Required Training Attendance Policy

POLICY STATEMENT

It is the policy of the University of Alaska Fairbanks that all employees are required to attend trainings to meet the requirements of the positions they hold, and to complete the required training within a specified period of time to remain employed at UAF.

BACKGROUND & JUSTIFICATION

New Employee Orientation is required for all employees. UAF is clearly setting the expectation for: safety training, including Protection of Minors and Title IX/Sexual Misconduct; finance and financial management training; supervisory training and workplace bullying awareness; responsible conduct in research training and other trainings such as FERPA, laboratory safety; and others required for some or all employees depending on job duties. To charge restricted funds for employee time spent in required trainings, UAF must promulgate a written policy on required training.

DEFINITIONS & Required Timeline for Completion & Update Frequency

- **Mandatory New Employee Orientation** – required of all new employees by Board of Regents' Policy and University Regulation 04.07.010, within the first 30 days of employment. <http://www.uaf.edu/uafhr/onboarding/>
- **Mandatory Safety Trainings** as required by UAF Environment Health Safety and Risk Management (EHS&RM) have been established since 2008 and can be reviewed at <http://www.uaf.edu/safety/training/required-training/> The basic safety trainings required of all employees must be completed within 10-working days of hire or before undertaking specific activities as identified in the safety training. A four-year refresher is recommended if ongoing safety training is not a routine component of regularly scheduled unit/department meetings.
- **Mandatory Title IX/Sexual Misconduct** training must be completed within

30-days of hire <http://www.uaf.edu/safety/training/required-training/> After the initial Title IX training is completed; a Title IX update is required every two years.

- **Two Mandatory Protection of Minors** trainings must be completed within 30-days of hire and before an employee is considered an authorized adult (see Protection of Minors Policy - <http://www.uaf.edu/chancellor/policy/>).
<http://www.uaf.edu/safety/training/required-training/>
- **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 at <http://www.uaf.edu/uafhr/training/> The complete series must be completed within one year of appointment to a supervisory position.
- **Mandatory Workplace Bullying Awareness** training is required of supervisors within the first 10-working days of appointment to supervisory responsibilities.
<http://www.uaf.edu/uafhr/training/>
- **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.
<http://www.alaska.edu/files/studentservices/ferpa/uaonline.pdf>
- **Responsible Conduct in Research Training**, mandatory trainings are identified under a separate UAF Policy 10.07.001, dated June 8, 2010. This policy may be reviewed at <http://www.uaf.edu/chancellor/policy/10.07.001/> The Office of Research Integrity trainings is to be completed every three years and may be viewed at <http://www.uaf.edu/ori/training-programs/>

REFERENCES RELIED UPON

See above.

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.

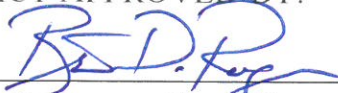
EXCEPTIONS

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 Grants and Contracts Administration, 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:



Brian D. Rogers, Chancellor

Signed: June 22, 2015