

KC for all COVLC for anagers. training.				employees;	
Course Title  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy  COVLC for Alcohol OR MVP***  MVP-HR Policy & Law – Alcohol & Other Drugs  training.  Check with agency training coordinator.				adpervisors, and	
Course Title  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy  COVLC for Alcohol OR MVP***  Alcohol OR MVP-HR Policy & Law – Alcohol & Other Drugs  training.  Check with agency training coordinator.			,	supervisors and	(
Course Title  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy  COVLC for Alcohol OR MVP***  Alcohol OR MVP-HR Policy & Law – Alcohol & Other Drugs  training. Check with agency training coordinator.			Agency	managers,	Training
Course Title  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy  COVLC for Alcohol OR MVP*** anagers.  Alcohol & Other Drugs  Check with agency training.  Check with agency		coordinator.	lechnologies	Agency	Awareness
Course Title  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy  COVLC for Alcohol OR MVP***  MVP-HR Policy & Law – Alcohol & Other Drugs  Check with agency training coordinator		agonoy a ciming	Today	> 0	Cocuracy
Course Title  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy  COVLC for Alcohol OR MVP****  MVP-HR Policy & Law – Alcohol & Other Drugs  Check with agency		agency training	Information	Clapts.	Security
Alcohol DHRM – HR Policy – Alcohol & Other Drugs Policy  for MVP-HR Policy & Law – Alcohol & Other Drugs	Agency-developed trainin	Check with	Virginia	All IT System	Cyber
Alcohol & Other Drugs Policy  Alcohol & Other Drugs Policy  for Alcohol OR MVP*** MVP-HR Policy & Law - Alcohol & Other Drugs					
Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy  for  Alcohol OR MVP***  MVP-HR Policy & Law – Alcohol & Other		education	Code of Virginia		
Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy  Alcohol OR MVP***  MVP-HR Policy & Law		employee	Title 2.2, of the		
Alcohol OR MVP***  Alcohol OR MVP***	supervisors and managers	Ongoing	1.05	managers	
dule in KC for all  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy	On-line module in COVLO	Orientation;	DHRM Policy	Supervisors and	
Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy				and contractors	
dule in KC for all  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy				Attorney General)	
dule in KC for all  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy			AAOIKDIACE ACC	and Office of the	
dule in KC for all  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy			Makajan Art	Lt. Gov.'s Office,	
dule in KC for all  Alcohol  DHRM – HR Policy –  Alcohol & Other Drugs  Policy			fodorol Dring Fron	of the Gov.'s Office,	
dule in KC for all  Alcohol  DHRM – HR Policy –  Alcohol & Other Drugs  Policy			orantees the	faculty; employees	
dule in KC for all  Alcohol  DHRM – HR Policy – Alcohol & Other Drugs Policy			contractors and	administrative	
dule in KC for all  Alcohol  DHRM – HR Policy –  Alcohol & Other Drugs  Policy			For <b>federal</b>	research, &	
dule in KC for all  Alcohol  DHRM – HR Policy –  Alcohol & Other Drugs  Policy				(includes teaching,	
dule in KC for all  Alcohol  Alcohol & Other Drugs		education		employees	
dule in KC for all  Alcohol  DHRM – HR Policy –		employee		and hourly	Policy 1.05
Course Title KC for all Alcohol	employees.	Ongoing	1.05	Branch salaried	Other Drugs
Title	On-line module in KC for	Orientation;	DHRM Policy	All Executive	Alcohol &
Course Title			on attachment)		
			Human Resources		
Key Word(s) and			(Citations for	Audience	
Sid	Trailing Available	riequency	IN alluated by	IdiActed	i obic/course

Federal contractors/grantees must also ensure that contract workers meet requirements of the federal Drug Free Workplace Act.

\*\*\*MVP = Managing Virginia Program

should identify additional training requirements. may have additional training requirements for positions performing specialized tasks. Employees' supervisors and agency human resource offices \* These training sessions are required of State employees as designated. In some cases, agency heads are responsible for providing house. This is not a comprehensive list of all training required for State Employees. Other Central Agencies and individual line agencies training/awareness programs. The COVLC courses noted fulfill these requirements; agencies may provide comparable or companion training in-[Updated 12-29-17]

<sup>\*\*</sup> COVLC = Commonwealth of Virginia Learning Center https://cov/c.virginia.gov/Default.aspx



					Branch	
					in Executive	
		ongoing basis.			chief human	
	planning, resources	companion HR policies on	thereafter.		institutions) and	
	training, succession	agency director on agency's	every 4 years		higher education	
	& benefits mgmt., emp.	officer to provide training to	director; once		presidents <sup>3</sup> of	Training <sup>2</sup>
	General policies, comp.	Agency's chief human resource	the agency		(including	Overview
determined	announced:	twice annually.	of appointment of	§ 2.2-1209	agencies	Resource
To be	To be developed and	Training to be offered by DHRM	Within six months	Code of Virginia	Directors of	Human
			grievance procedure			
	the Grievance Procedure		trained in the			
	Understanding & Using	supervisors and managers.	required to be	§2.2-3000	managers	
1 hour	MVP OR Grievance	On-line module in COVLC for	Supervisors are	Code of Virginia	Supervisors and	
					employees	
			rights		classified	
			their grievance		on procedure for	
	Overview Course		employees with		Training focuses	
	Dispute Resolution		familiarize		employees.	
minutes	EDR – Workplace	COVLC for all employees.	required to	§2.2-3000	Branch agency	Procedure
30	Grievance	On-line module in	Agencies are	Code of Virginia	All Executive	Grievance
	Course little			on attachment)		
	Key Word(s) and			(Citations for	Audience	
Lengin	COVEC	raining Available	Frequency	Mandated By	Targeted	Topic/Course
- onath	OOVI O**	Turining Available	П.,		T6.4	

<sup>&</sup>lt;sup>2</sup> New requirement mandated by Code of Virginia 7-1-17.

<sup>3</sup> Higher education presidents may send a designee.

<sup>4</sup> These training sessions are required of State employees as designated. In some cases, agency heads are responsible for providing

<sup>5</sup> These training/awareness programs. The COVLC courses noted fulfill these requirements; agencies may provide comparable or companion training intraining/awareness programs. The COVLC courses noted fulfill these requirements; agencies may provide comparable or companion training intraining/awareness programs. The COVLC courses noted fulfill these requirements; agencies may provide comparable or companion training intraining/awareness and individual line agencies house. This is not a comprehensive list of all training requirements. Employees. Other Central Agencies and agency human resource office. should identify additional training requirements. may have additional training requirements for positions performing specialized tasks. Employees' supervisors and agency human resource offices [Updated 12-29-17]

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Topic/Course	Targeted Audience	Mandated by (Citations for Human	Frequency	Training Available	COVLC*** Key Word(s) and Course Title	Length
		attachment)				
Performance	Supervisors and	Appropriation Act	Ongoing.	On-line module (6 modules) in	Performance	2 hours,
Management	managers.			KC for supervisors and	MVP - Enhancing	50
-				managers.	Employee Performance	minutes
					(Introduction to	
					supervision)	
	Supervisors and	Appropriation Act	Ongoing.	On-line module in KC for	Performance	2 hours,
	managers.			supervisors and managers.	MVP – HR Policy & Law	30
					Performance	minutes
					Management	
Preventing	Full-time and	DHRM Policy	One time training;	On-line module in KC for	Workplace Violence	30
Workplace	part-time	1.80, Workplace	refresher training	employees.	DHRM – HR Policy –	minutes
Violence	classified, "at	Violence Policy;	recommended.		Preventing Workplace	
	will", and hourly	Executive Order	Must be		Violence (for	
	employees.	41 ('11)	completed within		employees)	
			90 days of			
			commencing			
			state service.			
	Supervisors and	DHRM Policy	One time training;	On-line module in KC for	Workplace Violence	30
	managers.	1.80, Workplace	refresher training	supervisors and managers.	DHRM – HR Policy –	minutes
		Violence Policy;	recommended		Preventing Workplace	
		Executive Order	Must be		Violence (for	
		41 ('11)	completed within		supervisors)	
			90 days of			

commencing state service.

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		Luica Coulicia.			OCE.	
		Ethics Council			completion of	
		_			requiring	
2	Training Coordinator	which meets code requirements	noted above.	Code of Virginia	positions	
Varies	Check with Agency	Agency-developed course	Training intervals	8 30_356 of the	All amployage in	
Varies	Not available in COVLC	On-line webinar via the Va. Conflict of Interests and Ethics Advisory Council website.  https://attendee.gotowebinar.co m/register/57015795039968911  general in-person training is available from Council staff upon request as the staff schedule permits. ethics@dis.virginia.gov	Training intervals noted above.	§ 30-356 of the Code of Virginia	All employees in positions requiring completion of SOEI.	
1 hour	Virginia State and Local Conflict of Interests Act Training	On-line module in KC. Orientation course required to be offered semi-annually.	Training must be completed within two months after becoming designated as a state filer. Must complete training biannually thereafter.	§2.2-3128 - 3130 of the Code of Virginia.	All employees in positions requiring completion of Statement of Economic Interest (SOEI).	Statement of Economic Interest (SOEI)/ Conflict of Interest Act (Three options available – check with agency HR office or training coordinator)
Length	COVLC** Key Word(s) and Course Title	Training Available	Frequency	Mandated By (Citations for Human Resources on attachment)	Targeted Audience	Topic/Course

should identify additional training requirements.

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	supervisors)		recommended			
	Harassment (for		refresher training		managers.	
1 hour	Preventing Workplace		One time training;		Supervisors and	
		related complaints			employees.	
		inappropriate behavior, and	recommended	Policy 2.30	classified, "at	
minutes	Harassment	policy, educate re types of	refresher training	Harassment	part-time	Harassment
30	Preventing Workplace	Agencies must communicate	One time training;	Workplace	Full-time and	Workplace
			state service.			
			commencing			
			90 days of			
		materials.	completed within			
		includes supplementary	Must be			
		with the VDEM module and	recommended.			
	training coordinator	own training which comports	refresher training			
Varies	Check with agency	Agencies may develop their	One time training;			
			state service.			
			commencing			
			90 days of			
			completed within			
	Orientation		Must be			Orientation
	Security Awareness		recommended.		Agencies.	Awareness
minutes	VDEM - Terrorism		refresher training	41 ('11)	Executive Branch	Security
45	Terrorism	On-line module in KC	One time training;	Executive Order	All employees in	Terrorism &
	Course Title			on attachment)		
	Key Word(s) and	n		(Citations for	Audience	
Length	COVLC**	Training Available	Frequency	Mandated By	Targeted	Topic/Course
AL	->>:= >++	THE RESERVE ASSESSED ASSESSED.	1			

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