

# MANDATORY TRAINING for VIRGINIA STATE EMPLOYEES\*

2018



Topic/Course	Targeted Audience	Mandated By (Citations for Human Resources on attachment)	Frequency	Training Available	COVLC** Key Word(s) and Course Title	Length
<b>Alcohol &amp; Other Drugs Policy 1.05</b>	All Executive Branch salaried and hourly employees (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General) <sup>1</sup> and contractors	DHRM Policy 1.05  For federal contractors and grantees <sup>1</sup> the federal Drug Free Workplace Act	Orientation; Ongoing employee education	On-line module in KC for all employees.	<b>Alcohol</b> DHRM – HR Policy – Alcohol & Other Drugs Policy	30 minutes
<b>Cyber Security Awareness Training</b>	All IT System Users; Agency managers, supervisors, and employees; Contractors	Virginia Information Technologies Agency	Check with agency training coordinator.	Agency-developed training.	Check with agency training coordinator.	Varies

<sup>1</sup> Federal contractors/grantees must also ensure that contract workers meet requirements of the federal Drug Free Workplace Act.

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VIRGINIA DEPARTMENT OF  
HUMAN RESOURCE  
MANAGEMENT

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

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

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

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<b>Performance Management</b>	Supervisors and managers.	Appropriation Act	Ongoing.	On-line module (6 modules) in KC for supervisors and managers.	<b>Performance MVP – Enhancing Employee Performance</b> (Introduction to supervision)	2 hours, 50 minutes
	Supervisors and managers.	Appropriation Act	Ongoing.	On-line module in KC for supervisors and managers.	<b>Performance MVP – HR Policy &amp; Law – Performance Management</b> (DHRM Policy)	2 hours, 30 minutes
<b>Preventing Workplace Violence</b>	Full-time and part-time classified, "at will", and hourly employees.	DHRM Policy 1.80, Workplace Violence Policy; Executive Order 41 ('11)	One time training; refresher training recommended. Must be completed within 90 days of commencing state service.	On-line module in KC for employees.	<b>Workplace Violence</b> DHRM – HR Policy – Preventing Workplace Violence (for employees)	30 minutes
	Supervisors and managers.	DHRM Policy 1.80, Workplace Violence Policy; Executive Order 41 ('11)	One time training; refresher training recommended. Must be completed within 90 days of commencing state service.	On-line module in KC for supervisors and managers.	<b>Workplace Violence</b> DHRM – HR Policy – Preventing Workplace Violence (for supervisors)	30 minutes

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Statement of Economic Interest (SOEI)/ Conflict of Interest Act (Three options available – check with agency HR office or training coordinator)	All employees in positions requiring completion of SOEI.	\$2.2-3128 - 3130 of the Code of Virginia.	Training must be completed within two months after becoming designated as a state filer. Must complete training biannually thereafter.	On-line module in KC. Orientation course required to be offered semi-annually.	<b>COI</b> Virginia State and Local Conflict of Interests Act Training	1 hour
	All employees in positions requiring completion of SOEI.	\$ 30-356 of the Code of Virginia	Training intervals noted above.	On-line webinar via the Va. Conflict of Interests and Ethics Advisory Council website. <a href="https://attendee.gotowebinar.com/register/57015795039996891139">https://attendee.gotowebinar.com/register/57015795039996891139</a> In-person training is available from Council staff upon request as the staff schedule permits. <a href="mailto:ethics@dhs.virginia.gov">ethics@dhs.virginia.gov</a>	<b>Not available in COVLC</b>	Varies
	All employees in positions requiring completion of SOEI.	\$ 30-356 of the Code of Virginia	Training intervals noted above.	Agency-developed course which meets code requirements and has been vetted through Office of Attorney General or Ethics Council.	<b>Check with Agency Training Coordinator</b>	Varies

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<b>Terrorism &amp; Security Awareness Orientation</b>	All employees in Executive Branch Agencies.	Executive Order 41 (11)	One time training; refresher training recommended. Must be completed within 90 days of commencing state service.	On-line module in KC	<b>Terrorism</b> VDEM - Terrorism Security Awareness Orientation	45 minutes
			One time training; refresher training recommended. Must be completed within 90 days of commencing state service.	Agencies may develop their own training which comports with the VDEM module and includes supplementary materials.	<b>Check with agency training coordinator</b>	Varies
<b>Workplace Harassment</b>	Full-time and part-time classified, "at will", and hourly employees. Supervisors and managers.	Workplace Harassment Policy 2.30	One time training; refresher training recommended	Agencies must communicate policy, educate re types of inappropriate behavior, and explain procedures for filing related complaints	<b>Preventing Workplace Harassment</b>	30 minutes
			One time training; refresher training recommended		<b>Preventing Workplace Harassment (for supervisors)</b>	1 hour
<b>X</b>						

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