

# MEMORANDUM

**TO:** ALL PERSONNEL

**FROM:** Cynthia A. Bioteau, Ph.D.  
President

**DATE:** July 2, 2007

**SUBJECT:** 2007-2008 Required Training

The College is committed to providing the training necessary for all employees to understand their compliance responsibilities under a variety of government regulations. For this reason, we are continuing our monthly schedule of required training sessions for all new part-time and full-time employees, as well as continuing employees who have not received this training in the past, or their training has expired. The training sessions will include required topics such as Anti-Discrimination & Harassment Avoidance (ADHA), compliance with the Americans with Disabilities Act (ADA), Workplace Violence (WV), and OSHA requirements for training in hazardous communications, injury and illness, fire extinguisher, and emergency procedures.

You can access the Anti-Discrimination & Harassment Avoidance training and the Workplace Violence training online at the SLCC Human Resources web site. If you choose to take the training online, make sure you print out the Training Record Form at the end of each training session, and submit the copies to the appropriate offices in order to get credit for completing the training. The ADA, WV and OSHA training will be offered in person through January 2008. After that time, we are hoping to have the ADA and OSHA training offered online as well.

Supervisors are expected to ensure all new part-time employees, including work study, and full-time employees receive this training in the first available training session after the employee's hire date. Continuing employees who have not received some or all of this training, or who were trained more than three years ago, should make arrangements with their supervisor to attend the segments needed immediately.

The attached schedule identifies the dates, times, and locations of the required training sessions through January 2008. To obtain a copy of your required training record, please contact Annette Palmer in Risk Management at 957-4533. To register for one of the training sessions, please contact Tina Harward in the HR Staff Development Office, at 957-4763.

I would also encourage you to continuously participate in the many other professional development activities offered throughout the College during the upcoming year.

Attachment (Required Training Schedule – 2007-2008)

<b>REQUIRED TRAINING SCHEDULE 2007 - 2008</b>					
<i>Month</i>	<i>Date</i>	<i>Day of Week</i>	<i>Time</i>	<i>Schedule</i>	<i>Location</i>
<b>2007</b> Aug	10	Friday	9:00-3:30 p.m.	1	Redwood Campus STC Multi-Purpose Room
Sept	14	Friday	9:00-3:30 p.m. 4:00 – 10:00 p.m.	2 4	Redwood Campus Parlors A & B
Oct	11	Thurs	9:00-3:30 p.m.	1	South City Campus W111 A & B.
Nov	8	Thurs	9:00-3:30 p.m.	2	Redwood Campus Multi-Purpose Room
Dec	14	Friday	9:00-3:30 p.m.	1	Miller Campus MPDC Room 224
<b>2008</b> Jan	11	Friday	9:00-3:30 p.m.	2	Redwood Campus STC Multi-Purpose Room

<p><b><u>Schedule 1</u></b>            9:00-10:00 a.m. Workplace Violence            10:15-11:45 a.m. Americans With Disabilities Act            12:30-3:30 p.m. OSHA (Emergency Procedures)</p>	<p><b><u>Schedule 2</u></b>            9:00-12:00 noon OSHA            12:45-2:15 p.m. ADA            2:30-3:30 p.m. WPV</p>
<p><b><u>Schedule 3</u></b>            4:00-5:00 p.m. WPV            5:15-6:45 p.m. ADA            7:00-10:00 p.m. OSHA</p>	<p><b><u>Schedule 4</u></b>            4:00-7:00 p.m. OSHA            7:15-8:45 p.m. ADA            9:00-10:00 p.m. WPV</p>