

# MEMORANDUM

**TO:** ALL PERSONNEL

**FROM:** Dr. Cynthia A. Bioteau  
President

**DATE:** July 27, 2009

**SUBJECT:** Fall 2009 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. Supervisors are expected to ensure all new employees, including full-time, part-time, adjunct, paid or unpaid interns, and work study employees, **take the online training sessions that are offered immediately, and register for the first available ADA 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 following training courses are required:

Required Training Sessions	Online or In-Person	Expiration Date
Americans with Disabilities Act (ADA)	In-Person (See Schedule)	Every Three Years
Anti-Discrimination & Harassment Avoidance (ADHA)	Online (See HR Website)	Every Three Years
Emergency Procedures (EP) Hazardous Communications, Injury and Illness, and Emergency Procedures	Online (See HR Website)	Every Three Years
Driver Safety Training	Online (See HR Website)	Every Two Years
Driver Safety Training, High Occupancy Vehicles	Contact Annette Palmer in Office of Risk Management at 801-957-4533.	One Initial Training Plus Renewals
Fire Extinguisher	Online (See HR Website)	Every Year
Workplace Violence (WPV)	Online (See HR Website)	Every Three Years

When you complete the online training sessions, please print out the Training Record Form at the end of each session, and submit the copies to the appropriate offices, in order to get credit for completing the training.

The Americans With Disabilities Act (ADA) Training is currently offered in an in-person training format only. The attached schedule identifies the dates, times, and locations of the Americans With Disabilities (ADA) in-person training sessions offered through December, 2009. These in-person training sessions rotate between the Miller, South City, and Taylorsville Redwood Campuses.

**To obtain a copy of your Required Training Record**, contact Annette Palmer in the Office of Risk Management at 801-957-4533.

**To register** for an in-person ADA Training Session, complete the online registration at <http://myslcc.slcc.int/depts/StaffDev/Lists/Required%20Training/AllItems.aspx>. If you have problems accessing the link, contact the Help Desk at 801-957-5555. For questions on **how to complete the online registration**, contact Tina Harward in the Human Resources Staff Development Office, at 801-957-4763.

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

Fall 2009 ADA In-Person Required Training Schedule				
<i>Month</i>	<i>Date</i>	<i>Day of Week</i>	<i>Time</i>	<i>Location</i>
August	28	Friday	3:00 – 4:30 pm	Taylorsville Redwood Campus STC Multi-Purpose Room
September	10	Thursday	1:00 – 2:30 pm	Miller Campus MFEC 203
	16	Wednesday	8:00 – 9:30 pm	Taylorsville Redwood Campus STC Multi-Purpose Room
October	1	Thursday	10:00 – 11:30 am	South City Campus W252
November	2	Monday	3:00 – 4:30 pm	Taylorsville Redwood Campus STC Multi-Purpose Room
December	1	Tuesday	9:00 – 10:30 am	Taylorsville Redwood Campus STC Multi-Purpose Room
	18	Friday	1:00 – 2:30 pm	Taylorsville Redwood Campus STC Multi-Purpose Room
January	25	Monday	3:00 – 4:30 pm	Taylorsville Redwood Campus STC Multi-Purpose Room
			5:00 – 6:30 pm	Taylorsville Redwood Campus STC Multi-Purpose Room
			8:00 – 9:30 pm	Taylorsville Redwood Campus STC Multi-Purpose Room

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If you would like to schedule an in-person ADA Training Session for your department, please contact Nancy Sanchez in the Office of Risk Management at 801-957-4533.