

Required Staff Training 2021

Trainings cannot be completed before the month they are assigned.

Please Note: Courses could be added/changed per the Executive Director or Human Resources

JANUARY	COURSE	TIME	STAFF	DUE
	Cybersecurity Compliance (REQ) This is a brief course on how to protect yourself and personal information on phishing attacks.	30(m)	All Staff	01/31/2021
	Quarterly Safety Training – Bloodborne Pathogens The Occupational Safety and Health Administration (OSHA) recognizes that many employees come in contact with human blood or other potentially infectious materials during daily duties and thus are potentially exposed to this occupational hazard. OSHA's bloodborne pathogen standard has served as the basis for implementing policies and practices to minimize workers' risk of exposure to BBP's, specifically to the Hepatitis B virus (HBV), the Hepatitis C virus (HCV) and the Human Immunodeficiency Virus (HIV). This course will teach employees about the hazards of bloodborne pathogens in the workplace and the basic controls required under OSHA's bloodborne pathogen standard. Employees will learn how to identify major bloodborne diseases and symptoms, how pathogens are transmitted and the basics of exposure prevention and incident response and cleanup. This awareness-level course is designed for all workers who may be exposed to blood or other potentially infectious materials (OPIM) at any time during the performance of their regular job duties.	40(m)	All Staff	03/31/2021

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FEBRUARY	COURSE	TIME	STAFF	DUE
	XChange – Supervisors – Topics to be determined	2(h)	Supervisors	02/09/2021
	Ethical Issues in Employment Attorney Roberta Fields discusses how employees can spot ethical issues in their workplace, gives examples of behavior that should capture interest and prompt a report, and provide general guidance for determining the ethical course of action in a situation that may not neatly fit under any specific rule or guidance	40(m)	All Staff	02/28/2021

MARCH	COURSE	TIME	STAFF	DUE
	Wage and Hour Rights and Responsibilities Attorney Courtney Bru discusses the rights and responsibilities an employee has when it comes to tracking time and getting paid, making sure that employees are compensated for all the work they perform and that their paycheck accurately reflects the hours worked.	20(m)	Non-Supervisors	03/31/2021
	Wage and Hour Rights and Responsibilities Attorney Courtney Bru discusses supervisor/manager responsibilities in helping to make sure that employees keep accurate time records and are accurately paid for the work they perform.	30(m)	Supervisors	03/31/2021

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	COURSE	TIME	STAFF	DUE
APRIL	Importance of Employee Documentation Attorney Charlie Plumb discusses why employment documentation is important, when it is important to document a workplace issue, and what the best practices are for effective documentation.	15(m)	Supervisors	04/30/2021
	Quarterly Safety Training – Back Injury Prevention The National Institute for Occupational Safety and Health (NIOSH) estimates that back injuries make up nearly twenty percent of all workplace injuries and costs the nation an estimated twenty to fifty billion dollars a year. Learners who complete this course will demonstrate knowledge of the major causes of workplace back injuries and how to prevent them. Employees will learn about hazards and the three major types of hazard controls. This course is intended for general industry employees who, during their regular work duties, are required to lift and carry materials. This course is presented in English and Spanish.	19(m)	All Staff	06/30/2021
	Summer Reading The purpose of Summer Reading training is to provide the necessary tools and information to staff to help customers, and ultimately, reach our summer reading goals. Summer Reading training is required for all staff and is self-guided. The Instructor Led Training (ILT) is required for Public Service Managers and ALL staff hired as of May 1, 2020. New PT Access Specialist I's are strongly encouraged to attend the ILT, but are not required.	20(m)	All Staff	04/30/2021

COURSE		TIME	STAFF	DUE
MAY	XChange – Supervisors – Topics to be determined	4(h)	Supervisors	05/11/2021
	Introduction to Federal Employment Law Attorney Paul Ross introduces supervisors and managers to several key employment laws and legal concepts, including at-will employment versus 'just cause' employment, Fair Labor Standards Act (FLSA), Title VII of the Civil Rights Act of 1964, American with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA) and the National Labor Relations Act (NLRA).	25(m)	Supervisors	05/31/2021

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	COURSE	TIME	STAFF	DUE
JUNE	FMLA Leave – Rights and Responsibilities Attorney Charlie Plum discussed the Family and Medical Leave Act (FMLA), and the rights it provides to employees to deal with their own health issues as well as the health issues of their immediate family members. Additionally, we review and employee's obligation under FMLA.	15(m)	Non-Supervisors	06/30/2021
	FMLA Leave – Rights and Responsibilities Attorney Charlie Plumb covers employer obligations regarding medical information requirements under the Family and Medical Leave Act (FMLA), which are designed to provide mechanisms for employers to administer and monitor FMLA leave in a fair and efficient manner.	25(m)	Supervisors	06/30/2021

	COURSE	TIME	STAFF	DUE
JULY	Quarterly Safety Training – Hazardous Communications Chemicals can pose a wide range of health and physical hazards, and exposure to hazardous chemicals is common for workers in a large variety of industries. When workers are exposed to hazardous chemicals, OSHA requires employers to provide employees with information about those hazards and training over how to protect themselves and others from harm. During this course, employees will learn about OSHA's Hazard Communication (HAZCOM) standard and the methods for learning about chemical hazards, including labels, safety data sheets (SDS) and hazard assessments. This course is designed for employees who need initial or refresher Hazard Communication (HAZCOM) training.	40(m)	All Staff	09/30/2021

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AUGUST	COURSE	TIME	STAFF	DUE
	XChange – Supervisors – Topics to be determined	4(h)	Supervisors	08/10/2021
	Code Adam This online training is designed to provide staff with an overview of Code Adam. Code Adam is a missing-child safety program in the United States and Canada created in 1994.	30(m)	All Staff	8/31/2021

September	COURSE	TIME	STAFF	DUE
	Americans with Disabilities Attorney Courtney Bru discusses the Americans with Disabilities Act, the rights it gives "qualified" employees, the responsibilities of employees to comply with specific requirements in order to protect those rights, and the interactive process for accommodation.	20(m)	Non-Supervisors	09/30/2021
	Americans with Disabilities Attorney Courtney Bru discusses the Americans with Disabilities Act, the rights it gives "qualified" employees, the responsibilities of employees to comply with specific requirements in order to protect those rights, the interactive process for accommodation, and the critical role supervisors play in satisfying the employer's obligations under the Act.	25(m)	Supervisors	09/30/2021

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OCTOBER	COURSE	TIME	STAFF	DUE
	Staff Development Day 2021 Required for all full-time staff. Part-time staff are welcomed and encouraged to attend.	8(h)	All Staff	10/14/2021
	Harassment and Discrimination in the Workplace The Discrimination and Harassment Policy ensures that the Metropolitan Library System creates and maintains a work environment of mutual respect and dignity for all employees, applicants, and volunteers, where unlawful discrimination and/or harassment is strictly prohibited and will not be tolerated. Discrimination and Harassment in the Workplace is required annually for all non-supervisors.	25(m)	Non-Supervisors	10/31/2021
	Harassment and Discrimination in the Workplace The Discrimination and Harassment Policy ensures that the Metropolitan Library System creates and maintains a work environment of mutual respect and dignity for all employees, applicants, and volunteers, where unlawful discrimination and/or harassment is strictly prohibited and will not be tolerated. Discrimination and Harassment in the Workplace is required annually for supervisors and managers.	1(h) 30(m)	Supervisors	10/31/2021
	Quarterly Safety Training – Slips, Trips, and Falls The Occupational Safety and Health Administration, or OSHA, regulates slips, trips, and fall hazards and requires employers to apply standards for walking and working surfaces to protect against this workplace hazard.	40(m)	All Staff	12/31/2021

COURSE		TIME	STAFF	DUE
NOVEMBER	Performance Development Preparation No Required Training			

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DECEMBER	COURSE	TIME	STAFF	DUE
	XChange – Supervisors – Topics to be determined	2(h)	Supervisors	12/14/2021
	Inclusion and Diversity Attorney Roberta Fields discusses diversity in the workplace, the value of inclusion and respecting diversity and the benefit from leveraging differences in knowledge, skill, ability, talent, working style and other variables of a diverse work force.	25(m)	All Staff	12/31/2021