

# 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               |
|---------|--|-------|-----------|-------------------|
|         | <b>Cybersecurity Compliance (REQ)</b><br><br>This is a brief course on how to protect yourself and personal information on phishing attacks.   | 30(m) | All Staff | 01/31/2021        |
|         | <b>Quarterly Safety Training – Bloodborne Pathogens</b><br><br>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 | <b>03/31/2021</b> |

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|          | COURSE   | TIME  | STAFF       | DUE        |
|----------|--|-------|-------------|------------|
| FEBRUARY | <b>XChange – Supervisors – Diversity, Equity, &amp; Inclusion for Leaders with Speaker B.J. Glover</b>   | 2(h)  | Supervisors | 02/09/2021 |
|          | <b>Ethical Issues in Employment</b><br><br>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 |

|       | COURSE  | TIME  | STAFF           | DUE        |
|-------|---|-------|-----------------|------------|
| MARCH | <b>Wage and Hour Rights and Responsibilities</b><br><br>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 |
|       | <b>Wage and Hour Rights and Responsibilities</b><br><br>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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| APRIL | <b>Importance of Employment Documentation</b><br><br>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 |
|       | <b>Quarterly Safety Training – Back Injury Prevention</b><br><br>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 |
|       | <b>Summer Reading</b><br><br>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.<br><br>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 |

|            | <b>COURSE</b>  | <b>TIME</b> | <b>STAFF</b> | <b>DUE</b> |
|------------|--|-------------|--------------|------------|
| <b>MAY</b> | <b>XChange – Supervisors – Topics to be determined</b>   | 4(h)        | Supervisors  | 05/11/2021 |
|            | <b>Introduction to Federal Employment Law</b><br><br>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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| JUNE | <b>FMLA Leave – Rights and Responsibilities</b><br><br>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 |
|      | <b>FMLA Leave – Rights and Responsibilities</b><br><br>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 | <b>Quarterly Safety Training – Hazardous Communication</b><br><br>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 | <b>XChange – Supervisors – Topics to be determined</b>  | 4(h)  | Supervisors | 08/10/2021 |
|        | <b>Code Adam</b><br><br>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  |

|           | COURSE   | TIME  | STAFF           | DUE        |
|-----------|--|-------|-----------------|------------|
| September | <b>Americans with Disabilities</b><br><br>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 |
|           | <b>Americans with Disabilities</b><br><br>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        |
|---------|---|------------|-----------------|------------|
|         | <b>Staff Development Day 2021</b><br><br>Required for all full-time staff. Part-time staff are welcomed and encouraged to attend.   | 8(h)       | All Staff       | 10/14/2021 |
|         | <b>Harassment and Discrimination in the Workplace</b><br><br>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.<br><br>Discrimination and Harassment in the Workplace is required annually for all non-supervisors.      | 25(m)      | Non-Supervisors | 10/31/2021 |
|         | <b>Harassment and Discrimination in the Workplace</b><br><br>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.<br><br>Discrimination and Harassment in the Workplace is required annually for supervisors and managers. | 1(h) 30(m) | Supervisors     | 10/31/2021 |
|         | <b>Quarterly Safety Training – Slips, Trips, and Falls</b><br><br>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<br>No Required Training |      |       |     |



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| DECEMBER | COURSE   | TIME  | STAFF       | DUE        |
|----------|--|-------|-------------|------------|
|          | XChange – Supervisors – Topics to be determined  | 2(h)  | Supervisors | 12/14/2021 |
|          | <b>Diversity and Inclusion</b><br><br>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 |