

Required Staff Training 2023

Trainings cannot be completed before the month they are assigned.

Please Note: Courses and schedule are subject to change.

COURSE		TIME	STAFF	DUE
JANUARY	CyberSecurity Compliance (REQ) This is a brief course created by Information Technology (IT) on how to protect yourself and your personal information on phishing attacks.	45(m)	All Staff	01/31/2023
	1st QTR Safety Training – Winter Weather Hazards (REQ) Preparation is the best way to protect against the dangers of working in extreme cold this winter. Employees will learn how to prepare for winter hazards and work practices to stay safe in cold weather.	40(m)	All Staff	03/31/2023

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FEBRUARY	COURSE	TIME	STAFF	DUE
	XChange – Supervisors (REQ)	2 - 4 (h)	Supervisors	02/07/2023
	Ethical Issues in Employment (REQ) 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	02/28/2023

MARCH	COURSE	TIME	STAFF	DUE
	Safe Place (REQ) Safe Place is a national youth outreach and prevention program for young people under the age of 18 (up to 21 years of age in some communities) in need of immediate help and safety. As a collaborative community prevention initiative, Safe Place designates businesses and organizations as Safe Place locations, making help readily available to youth in communities across the country. Safe Place locations include libraries, YMCAs, fire stations, public buses, various businesses, and social service facilities.	40(m)	All Staff	03/31/2023

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COURSE		TIME	STAFF	DUE
APRIL	Discipline and Discharge (REQ) This presentation gives supervisors the tools it takes to make discipline and discharge decisions while limiting the chances that the affected employee resorts to the courtroom in response.	25(m)	Supervisors	04/30/2023
	2nd QTR Safety Training – Bloodborne Pathogens (REQ) 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.	19(m)	All Staff	06/30/2023
	Summer Reading (REQ) 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.	20(m)	All Staff	04/30/2023

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COURSE		TIME	STAFF	DUE
MAY	Introduction to Federal Employment Law: Supervisors (REQ)	25(m)	Supervisors	05/31/2023
	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).			
	NO required compliance training for non-supervisors.			

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JUNE	FMLA: Leave Rights and Responsibilities (REQ) 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	06/30/2023
	FMLA: Leave Rights and Responsibilities (REQ) 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	06/30/2023
	XChange – Supervisors (REQ)	2 - 4(h)	Supervisors	6/06/2023

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	COURSE	TIME	STAFF	DUE
JULY	<p>3rd QTR Safety Training – Violence in the Workplace (REQ)</p> <p>Workplace violence can unexpectedly occur in any workplace setting. It is estimated that almost 2 million Americans are victims of some form of workplace violence each year. Most instances of workplace violence do not end in homicide. Unfortunately, workplace violence is a real, significant threat to workers health and safety. This course will teach employees the major causes and types of workplace violence, their warning signs and how to prevent it. Employees will learn to define workplace violence, the different types and sources, and the methods used to prevent workplace violence according to OSHA recommendations and other sources. This course is intended for employees in all industries.</p> <p>NO required all staff compliance training.</p>	40(m)	All Staff	09/30/2023

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AUGUST	COURSE	TIME	STAFF	DUE
	Wage and Hour Rights and Responsibilities (REQ) 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	8/31/2023
	Wage and Hour Rights and Responsibilities (REQ) 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	8/31/2023

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SEPTEMBER	COURSE	TIME	STAFF	DUE
	Americans with Disabilities Act (REQ) 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	09/30/2023
	Americans with Disabilities Act (REQ) 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	09/30/2023
	XChange – Supervisors (REQ)	2 - 4(h)	Supervisors	09/12/2023

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	COURSE	TIME	STAFF	DUE
OCTOBER	Staff Development Day	8(h)	Full-Time Staff <i>(optional and encouraged for Part-Time Staff)</i>	10/09/2023
	Discrimination and Harassment in the Workplace (REQ) 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	10/31/2023
	Discrimination and Harassment in the Workplace (REQ) 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	10/31/2023
	4th QTR Safety Training – Hazardous Communication (REQ) 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	12/31/2023

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NOVEMBER	<p>Performance Development Delivery</p> <p>No required training for staff.</p>			
DECEMBER	COURSE	TIME	STAFF	DUE
	XChange – Supervisors (REQ)	2-4(h)	Supervisors	12/05/2023
	Diversity and Inclusion (REQ) 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	12/31/2023
	Winter Reading (REQ) The Winter Reading Challenge takes place from January 1st – February 28, 2022. This training will help you identify the Winter Reading Challenge goals, highlight the mechanics of the program, and more importantly help you discover ways you can support the Winter Reading Challenge in your library or department.	30(m)	All Staff	12/31/2023