

Required Staff Training 2020

COURSE		TIME	STAFF	DUE
JANUARY	XChange – Budget Basics The DED of Finance and Business will be sharing information and answering questions on the budget process.	2(h)	Supervisors	01/14/2020
	Cybersecurity Compliance (REQ) This is a brief course on how to protect yourself and personal information on phishing attacks.	7(m)	All Staff	01/31/2020
	Cybersecurity Compliance – Advanced The Cybersecurity Advanced is a more comprehensive online program assigned to those that may be at higher risk based on their job duties/departments.	36(m)	XChange BUS IT HUM ADMIN CIS	01/31/2020
	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	03/31/2020

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FEBRUARY	COURSE	TIME	STAFF	DUE
	XChange – Legal Aspects III Attorney Kristin Simpson from McAfee and Taft will wrap up the three-part series discussing: Medical Marijuana, FLSA, and the Open Records Act. Additionally, there will be a Q & A session at the end.	2(h)	Supervisors	02/11/2020
	2020 Census Training As the 2020 Census approaches in April, this online course will provide all staff information on the Census and how libraries across the country will be impacted.	30(m)	All Staff	02/29/2020

MARCH	COURSE	TIME	STAFF	DUE
	XChange – Cultural Intelligence Special guest speaker, Lt. Wayland Cubit will present information on Cultural Intelligence.	2(h)	Supervisors	03/10/2020
	Wage and Hour Rights and Responsibility 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.	8(m)	Non-Supervisors	03/31/2020
	Wage and Hour Rights and Responsibility 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.	25(m)	Supervisors	03/31/2020

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APRIL	COURSE	TIME	STAFF	DUE
	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	04/30/2020
	Quarterly Safety Training – TBD Required by Public Employees Occupational Health and Safety.	4(h)	All Staff	06/31/2020

MAY	COURSE	TIME	STAFF	DUE
	XChange – TBD	4(h)	Supervisors	05/12/2020
	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.	20(m)	All Staff	05/31/2020
	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	05/31/2020

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JUNE	COURSE	TIME	STAFF	DUE
	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	06/30/2020
	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	06/30/2020

JULY	COURSE	TIME	STAFF	DUE
	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	09/30/2020

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AUGUST	COURSE	TIME	STAFF	DUE
	XChange – TBD	4(h)	Supervisors	08/31/2020

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	09/30/2020
	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	09/30/2020
	Ethical Issues in the Workplace 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.	30(m)	All Staff	09/30/2020

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OCTOBER	COURSE	TIME	STAFF	DUE
	Staff Development Day 2020 Required for all full-time staff. Part-time staff are welcomed and encouraged to attend.	8(h)	All Staff	10/14/2020
	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	10/31/2020
	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	10/31/2020
	Quarterly Safety Training – TBD Required by Public Employees Occupational Health and Safety.	40(m)	All Staff	12/31/2020

NOVEMBER	COURSE	TIME	STAFF	DUE
	Performance Development Preparation No Required Training			

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DECEMBER	COURSE	TIME	STAFF	DUE
	XChange – TBD	2(h)	Supervisors	12/08/2020
	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	12/31/2020