

MANDATORY TRAINING for VWCC EMPLOYEES

Topic/Course	Targeted Audience	Mandated By (See Citations)	Frequency	Training Available	COVLC Course Title	Length
Alcohol & Other Drugs Policy 1.05	ALL EMPLOYEES	DHRM Policy 1.05 Title 2.2, of the Code of Virginia and <i>(for federal contractors and grantees)</i> the federal Drug Free Workplace Act	Orientation; Ongoing employee education. Must be completed within 60 days of commencing state service.	On-line module in COVLC	MVP - Alcohol and Other Drugs Policy for Employees	20 minutes
Campus Safety	ALL EMPLOYEES	VWCC Emergency Management	First day of employment and as needed as a refresher.	Outside of COVLC VWCC Website: Campus Police, Safety Tips, Campus Safety VWPD Campus Safety Video (opens on YouTube)	N/A	5 Minutes
Civilian Response to Active Shooter Events (CRASE)	ALL EMPLOYEES	Executive Order 41 ('19)	Orientation; Ongoing employee education. Must be completed within 60 days of commencing state service.	On-line module in COVLC	DCJS – Civilian Response to Active Shooter Events (CRASE)	60 minutes
Civility in the Workplace Policy 2.35	ALL EMPLOYEES	DHRM Policy 2.35 Civility in the Workplace	Orientation; Ongoing employee education. Must be completed within 60 days of commencing state service.	On-line module in COVLC	MVP HR Policy & Law - Civility in the Workplace	45-50 minutes
Diversity & Cultural Competency Training	ALL EMPLOYEES	Code of Virginia §2.2-1211 and the Governor's Office of Diversity, Equity and Inclusion	Within 90 days of commencing or recommencing employment. Existing employees by December 7, 2021.	On-line module in COVLC	DHRM – The Road to Cultural Competence	45-75 minutes
Ethics in the Workplace Online Training	ALL EMPLOYEES	VWCC	One-time training; refresher training recommended. Must be completed within 60 days of commencing state service.	On-line module in COVLC	VWCC Ethics in the Workplace Online Training	30 min

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FERPA	ALL EMPLOYEES	FERPA (Federal Educational Right to Privacy Act)	At Time of Hire and <u>Annually</u>	Outside of the COVLC. On-line module. Link will be sent to you by the Shared Services Security Help Desk and is included within the same training module as Security Awareness Training	N/A	20 min
Fire Extinguisher Training	ALL EMPLOYEES	VWCC	One-time training; refresher training recommended. Must be completed within 60 days of commencing state service.	On-line module in COVLC	VWCC Fire Extinguisher Training	30 min
Grievance Procedure	<u>FULL-TIME CLASSIFIED EMPLOYEES ONLY</u>	Code of Virginia §2.2-3000	One-time training; refresher training recommended. Must be completed within 60 days of commencing state service.	On-line module in COVLC	EDR – Workplace Dispute Resolution Services Overview	30 minutes
Human Resource Overview Training	<u>COLLEGE PRESIDENT, AVP OF HUMAN RESOURCES</u>	Code of Virginia § 2.2-1209	Within 6 months of the appointment and once every four years thereafter	Training to be offered by DHRM twice annually. AVP of Human Resources is to provide training to the College President on HR policies ongoing.	N/A	TBD
Line of Duty Death Benefits	<u>CAMPUS POLICE</u>	Code of Virginia, Line of Duty Act Title 9	One-time training within 30 days of hire; refresher training recommended.	Online module in the COVLC.	VRS-E - LODA Overview for Participants	15 minutes
OSHA Standards	ALL EMPLOYEES	Occupational Safety and Health Act	One-time training; refresher training recommended. Must be completed within 60 days of commencing state service.	On-line module in COVLC	VWCC - OSHA New Labels and SDS Training (December 2013)	12 min
Security Awareness Education	ALL EMPLOYEES	Information Technology Resource Management (ITRM) Information Security Standard SEC 501-01 ISO27000	At Time of Hire and <u>Annually</u>	Outside of the COVLC. On-line module. Link will be sent to you by the Shared Services Security Help Desk	N/A	45 minutes

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Slip, Trip, and Fall Prevention	ALL EMPLOYEES	VWCC DHRM Workers' Compensation	One time training; refresher training recommended. Must be completed within 60 days of commencing VWCC service.	On-line module in COVLC.	DHRM-WC - Slip, Trip, and Fall Prevention	17 min
Statement of Economic Interest Conflict of Interest Act	AS NOTIFIED	§2.2-3128 - 3130 and 30-356 of the Code of Virginia.	Training must be completed within 60 days after becoming designated as a state filer. Must complete training every two years thereafter	Module developed by the Ethics Council http://ethics.dls.virginia.gov/ OR Online module in the COVLC developed by the Office of Attorney General.	COV – State Officer and Employee Conflict of Interest Act Training OR OAG 2021 Conflict of Interest Act Training	60 minutes
Terrorism & Security Awareness Orientation	ALL EMPLOYEES	Executive Order 41 ('11)	One time training; refresher training recommended. Must be completed within 90 days of commencing state service.	On-line module in COVLC	VDEM - Terrorism Security Awareness Orientation	45 minutes
Virginia State Employee Safety & Disaster Awareness Training	ALL EMPLOYEES	Chief of Staff (Training developed by Virginia Department of Emergency Management (VDEM))	Orientation; Required annually.	On-line module in COVLC.	VDEM - Virginia State Employee Safety & Disaster Awareness Training	30 minutes
VWCC COVID-19 Return to Campus Training	ALL EMPLOYEES	VWCC Emergency Management	First day of employment and as needed for a refresher	Online module in the COVLC.	VWCC COVID-19 Return to Campus Training	18 minutes