

**REQUIRED TRAINING\*  
2024**



Topic or Course	Targeted Audience	Mandated By	Frequency	Training Available	COVLC** Course Title	Contact (for more information)	Length
<b>Alcohol &amp; Other Drugs Policy 1.05</b>	All Executive Branch <b>salaried and wage employees</b> (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General) and contractors <sup>1</sup>	DHRM Policy 1.05 Title 2.2 of the Code of Virginia For <b>federal</b> contractors and grantees <sup>1</sup> the federal Drug Free Workplace Act	Orientation; Ongoing employee education.	On-line module in COVLC for all employees.  Contract workers should receive comparable training as required in contracts	MVP – Alcohol and Other Drugs Policy 1.05	Agency Training Coordinator  <a href="#">COVLC Help Desk</a>	20 minutes
<b>Alcohol &amp; Other Drugs Policy 1.05</b>	All Executive Branch <b>supervisors</b> (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office	DHRM Policy 1.05 Title 2.2 of the Code of Virginia For <b>federal</b> contractors and grantees <sup>1</sup> the federal Drug Free Workplace Act	Orientation; Ongoing employee education.	On-line module in COVLC for all supervisors.  Contract workers should receive comparable training as required in contracts	MVP – Recognizing Drug and Alcohol Use in the Workplace	Agency Training Coordinator  <a href="#">COVLC Help Desk</a>	20 minutes

<sup>1</sup> **Federal** contractors/grantees must also ensure that contract workers meet requirements of the **federal** Drug Free Workplace Act.

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	of the Attorney General)						
<b>Civilian Response to Active Shooter Events (CRASE)</b>	All employees	Developed by Virginia Department of Criminal Justice Services (DCJS)	Orientation; ongoing employee education.	On-line module in COVLC for all employees.	DCJS – Civilian Response to Active Shooter Events (CRASE)	Agency Training Coordinator <a href="#">DCJS</a>	60 minutes
<b>Civility in the Workplace Policy 2.35</b>	All Executive Branch <b>salaried and wage employees</b> (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General) Contract workers must be provided comparable training by their employers	DHRM Policy 2.35, Civility in the Workplace  Agencies must ensure that contract workers or other third parties are made aware of this policy and are provided with related training.	Orientation; Ongoing employee education.	On-line module in COVLC for all employees.	MVP HR Policy & Law - Civility in the Workplace	Agency Training Coordinator  <a href="#">COVLC Help Desk</a>  <a href="#">Contractor Training on Sexual Harassment</a>	45-50 minutes
<b>Grievance Procedure</b>	All Executive Branch agency	Code of Virginia §2.2-3000	Agencies are required to familiarize	On-line module in	EDR – Workplace	Agency Training Coordinator	30 minutes

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	<b>employees.</b> Training focuses on procedure for classified employees		employees with their grievance rights.	COVLC for all employees.	Dispute Resolution Services Overview	<a href="#">EDR</a>	
<b>Grievance Procedure</b>	All Executive Branch <b>supervisors and managers</b>	Code of Virginia §2.2-3000	Supervisors are required to be trained in the grievance procedure.	On-line module in COVLC for supervisors and managers.	MVP HR Policy & Law - Understanding & Using the Grievance Procedure	Agency Training Coordinator <a href="#">EDR</a>	1 hour
<b>Human Resource Overview Training</b> <sup>2</sup>	<b>Directors of agencies</b> (including presidents <sup>3</sup> of higher education institutions) and <b>chief human resource officers</b> in Executive Branch	Code of Virginia § 2.2-1209	Within six months of appointment of the agency director; Once every 4 years thereafter.	On-line recording for agency directors, higher education institution presidents, and chief human resource officers.  Agency's chief human resource officer to provide training to agency director on agency's companion HR policies on ongoing basis.	DHRM Human Resource Overview Training for Agency Directors  <a href="#">2022 Agency Director HR Training Webinar Recording</a>	Agency Training Coordinator  <a href="#">COVLC Help Desk</a>	60 minutes

<sup>2</sup> Requirement mandated by Code of Virginia 7-1-17.

<sup>3</sup> Higher education presidents may delegate to a designee.

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<b>Performance Management</b> [General supervisory principles]	<b>Supervisors and managers</b>	Appropriation Act	Ongoing.	On-line curriculum in COVLC for supervisors and managers.	MVP Enhancing Employee Performance Curriculum	Agency Training Coordinator  <a href="#">COVLC Help Desk</a>	2 hours, 50 minutes
<b>Performance Management</b> [DHRM Policy]	<b>Supervisors and managers</b>	Appropriation Act	Ongoing.	On-line curriculum in COVLC for supervisors and managers.	MVP – HR Policy & Law – Performance Management Curriculum	Agency Training Coordinator  <a href="#">COVLC Help Desk</a>	2 hours, 30 minutes
<b>Statement of Economic Interest (SOEI)/ Conflict of Interest Act</b>	<b>All employees in positions requiring completion of Statement of Economic Interest (SOEI).</b>	§2.2-3128 - 3130 of the Code of Virginia.	Training must be completed within two months after becoming designated as a state filer; Every two years, thereafter.	<b>(One of three options available – check with agency HR office or training coordinator)</b> <i>Module developed by Office of the Attorney General</i>	OAG 2024 Conflict of Interest Act Training	Agency Training Coordinator  <a href="#">OAG</a>	60 minutes
<b>Statement of Economic Interest (SOEI)/ Conflict of Interest Act</b>	<b>All employees in positions requiring completion of SOEI.</b>	§ 30-356 of the Code of Virginia	Training must be completed within two months after becoming designated as a state filer; Every two years, thereafter.	<b>(One of three options available – check with agency HR office or training coordinator)</b> <i>Module developed by Ethics Council</i>	COV – State Officer and Employee Conflict of Interests Act Training  (will be directed to Ethics Council)	Agency Training Coordinator  <a href="#">Ethics Council</a>	60 minutes

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					website to complete the module)		
<b>Statement of Economic Interest (SOEI)/ Conflict of Interest Act</b>	<b>All employees in positions requiring completion of SOEI.</b>	§ 30-356 of the Code of Virginia	Training intervals noted above.	<b>(One of three options available – check with agency HR office or training coordinator)</b> <i>Agency-developed course which meets code requirements and has been vetted through Office of Attorney General and Ethics Council.</i>	Check with Agency Training Coordinator	Agency Training Coordinator	Varies
<b>Terrorism &amp; Security Awareness Orientation</b>	<b>All employees in Executive Branch Agencies.</b>	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 <b>(One of two options available – check with agency HR office or training coordinator)</b>	VDEM - Terrorism Security Awareness Orientation	Agency Training Coordinator <a href="#">VDEM</a>	45 minutes
<b>Terrorism &amp; Security Awareness Orientation</b>	<b>All employees in Executive Branch Agencies.</b>	Executive Order 41 ('11)	One time training; refresher training recommended.	<b>(One of two options available – check with agency HR office or training coordinator)</b>	Check with agency training coordinator	Agency Training Coordinator	Varies

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			Must be completed within 90 days of commencing state service.	<b>office or training coordinator)</b>  <i>Agencies may develop their own training which comports with the VDEM module and includes supplementary materials.</i>			
<b>Virginia State Employee Safety &amp; Disaster Awareness Training</b>	<b>All employees</b>	Chief of Staff  (Training developed by Virginia Department of Emergency Management (VDEM))  <a href="#">§ 2.2-1212</a> of the Code of Virginia	Orientation; Required annually.	On-line module in COVLC for all employees.	VDEM - Virginia State Employee Safety & Disaster Awareness Training	Agency Training Coordinator  <a href="#">VDEM</a>	30 minutes
<b>Diversity in the Workplace Overview</b>	<b>All employees</b>	<a href="#">§ 2.2-1211 of the Code of Virginia</a> and the Governor's Office	Within 90 days of commencing or recommencing employment.	On-line module in COVLC for all employees.	COV - Working Together for Virginia	Agency Training Coordinator  <a href="#">DEI Unit - DHRM</a>	10 minutes

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		of Diversity, Equity and Inclusion			(replaces prior DHRM - The Road to Cultural Competence course)		
<b>Cyber Security Awareness Training</b>	<b>All IT System Users:</b> Agency managers, supervisors, and employees; contractors	Virginia Information Technologies Agency <a href="#">SEC527 – Cybersecurity Awareness Training Standard</a>	- Within 30 days of initial employment or contract engagement and annually each year thereafter; - When required by systems changes;	Agency-developed or procured training.	Check with agency training coordinator or agency information security officer.	Agency Training Coordinator  Agency Information Security Officer	Varies

**Please direct questions about these courses or their content to your agency training coordinator and/or to the noted agency content owner.**

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