

MANDATORY TRAINING REQUIREMENTS* 2020



Topic/Course	Targeted Audience	Mandated By	Frequency	Training Available	COVLC** Course Title	Length
Alcohol & Other Drugs Policy 1.05	All Executive Branch salaried and wage employees (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General) and contractors ¹	DHRM Policy 1.05 Title 2.2 of the Code of Virginia For federal contractors and grantees ¹ 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 HR Policy & Law - Alcohol & Other Drugs Policy for Employees	20 minutes
Alcohol & Other Drugs Policy 1.05	All Executive Branch supervisors (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney General)	DHRM Policy 1.05 Title 2.2 of the Code of Virginia For federal contractors and grantees ¹ 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 HR Policy & Law – Alcohol & Other Drugs Policy for Supervisors	30 minutes
Civilian Response to Active Shooter Events (CRASE)	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)	60 minutes
Civility in the Workplace Policy 2.35	All Executive Branch salaried and wage employees (includes teaching, research, & administrative faculty; employees of the Gov.'s Office, Lt. Gov.'s Office, and Office of the Attorney	DHRM Policy 2.35, Civility in the Workplace This policy supersedes policies 1.80, Workplace Violence, and 2.30, Workplace	Orientation; Ongoing employee education	On-line module in COVLC for all employees. Workplace Violence and Workplace Harassment training modules have been	MVP HR Policy & Law - Civility in the Workplace	45-50 minutes

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

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	General) Contract workers must be provided comparable training by their employers	Harassment effective 1-1-19		consolidated and superseded by this module.		
Cyber Security Awareness Training	All IT System Users: Agency managers, supervisors, and employees; contractors	Virginia Information Technologies Agency	Check with agency training coordinator	On-line module in COVLC Agency-developed training.	Check with agency training coordinator.	Varies
Grievance Procedure	All Executive Branch agency employees . Training focuses on procedure for classified employees	Code of Virginia §2.2-3000	Agencies are required to familiarize employees with their grievance rights	On-line module in COVLC for all employees.	EDR – Workplace Dispute Resolution Services Overview	30 minutes
Grievance Procedure	All Executive Branch supervisors and managers	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	1 hour
Human Resource Overview Training ²	Directors of agencies (including presidents ³ of higher education institutions) and chief human resource officers 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 module in COVLC for agency directors, higher education institution presidents, and chief human resource officers. Agency's chief human resource officer to provide training to agency director	DHRM Human Resource Training for Agency Directors	30 minutes

² Requirement mandated by Code of Virginia 7-1-17.

³ Higher education presidents may delegate to a designee.

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				on agency's companion HR policies on ongoing basis.		
Performance Management [General supervisory principles]	Supervisors and managers	Appropriation Act	Ongoing	On-line module in COVLC for supervisors and managers.	MVP – Enhancing Employee Performance	2 hours, 50 minutes
Performance Management [DHRM Policy]	Supervisors and managers	Appropriation Act	Ongoing	On-line module in COVLC for supervisors and managers.	MVP – HR Policy & Law – Performance Management	2 hours, 30 minutes
Statement of Economic Interest (SOEI)/ Conflict of Interest Act	All employees in positions requiring completion of Statement of Economic Interest (SOEI).	§2.2-3128 - 3130 of the Code of Virginia.	Training must be completed within two months after becoming designated as a state filer; Bi-annually thereafter.	(One of three options available – check with agency HR office or training coordinator) <i>Module developed by Office of the Attorney General</i>	OAG – Conflict of Interest Act Training	60 minutes
Statement of Economic Interest (SOEI)/ Conflict of Interest Act	All employees in positions requiring completion of SOEI.	§ 30-356 of the Code of Virginia	Training must be completed within two months after becoming designated as a state filer; Bi-annually thereafter.	(One of three options available – check with agency HR office or training coordinator) <i>Module developed by Ethics Council</i>	COV – State Officer and Employee Conflict of Interests Act Training	60 minutes
Statement of Economic Interest (SOEI)	All employees in positions requiring completion of SOEI.	§ 30-356 of the Code of Virginia	Training intervals noted above.	(One of three options available – check with agency HR office or training coordinator)	Check with Agency Training Coordinator	Varies

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Conflict of Interest Act				<i>Agency-developed course which meets code requirements and has been vetted through Office of Attorney General or Ethics Council.</i>		
Terrorism & Security Awareness Orientation	All employees in Executive Branch Agencies.	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 (One of two options available – check with agency HR office or training coordinator)	VDEM - Terrorism Security Awareness Orientation	45 minutes
Terrorism & Security Awareness Orientation	All employees in Executive Branch Agencies.	Executive Order 41 ('11)	One time training; refresher training recommended. Must be completed within 90 days of commencing state service.	(One of two options available – check with agency HR office or training coordinator) <i>Agencies may develop their own training which comports with the VDEM module and includes supplementary materials.</i>	Check with agency training coordinator	Varies
Virginia State Employee Safety &	All employees	Chief of Staff (Training developed by Virginia Department of	Orientation; Required annually.	On-line module in COVLC for all employees.	VDEM - Virginia State Employee	30 minutes

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Disaster Awareness Training		Emergency Management (VDEM))			Safety & Disaster Awareness Training	
Preventing Sexual Harassment	Contractors Contractors spending significant time or in close proximity to state employees.	§ 2.2-4201 of the Code of Virginia	Completed within the calendar year beginning work on the contract.	Presentation module available through DHRM website .	N/A	30 minutes

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

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