

SUBJECT: Statewide Employee Training	NUMBER: 10.040.01
DIVISION: Chief Human Resources Office	EFFECTIVE DATE: 2/01/2019

APPROVED: Signature on file with the Chief Human Resources Office

POLICY STATEMENT: Oregon state government recognizes its most important resource is its employees. It is committed to the training and development of its workforce so they gain the necessary skills to reach their full potential. By increasing employees' skills and knowledge, Oregon state government will retain highly qualified staff who work as an effective and efficient team.

AUTHORITY: ORS 184.370, 240.145(3) and (4); 240.160; 240.250; 240.435; 240.850(5); Executive Order 17-08

APPLICABILITY: All employees, board and commission members, including temporary employees and volunteers where noted

ATTACHMENTS: None.

DEFINITIONS: Refer to State HR Policy 10.000.01, Definitions; and Executive Order 17-08

POLICY:

- (1) This policy requires specific trainings for all new employees. Employees hired on or after the effective date of this policy must complete all required trainings within one year of hire or where otherwise required by rule, policy, collective bargaining agreement or law.
- (2) Training shall be developed in line with best practices and the following enterprise values and competencies:
 - (a) Values
 - (A) Integrity: Be honest and transparent regardless of the situation.
 - (B) Accountability: Own and take responsibility for the quality of outcomes for Oregonians.
 - (C) Excellence: Collaboratively manage the resources we are entrusted with to achieve the best possible outcomes for Oregonians.
 - (D) Equity: Create and foster an environment where everyone has access and opportunity to thrive.
 - (b) Competencies
 - (A) Stewardship: Making the most of the resources we are entrusted with.
 - (B) Innovation: Asking "why" and challenging ourselves to continually improve.

- (C) Intentional Engagement: Fostering an environment where all voices are actively sought and valued.
 - (D) Communication: Successfully moving information up, down, across, in and out of our organizations.
 - (E) Mentoring and developing: Supporting employee growth and cultivating the next generation of leaders.
 - (F) Business acumen: Possessing foundational knowledge of Oregon state government core business practices.
- (c) The agency director administers this policy as the agency's Employee Training policy.
- (A) Agencies must provide notification and access to new employees for all required trainings and communicate completion expectations.
 - (B) An agency with required trainings in addition to the trainings listed in this policy may write an agency-specific policy to supplement this statewide policy or post agency-specific required trainings in a place accessible to all employees.
 - (C) An agency's training plan must include a timeline of trainings.
- (d) The following subjects are required agency training content for all new employees:
- (A) Acceptable Use of State Information Assets (agency-specific training or policy and signed acknowledgment) within the first thirty days of employment.
 - (B) Safety (to be defined by agency),
 - (C) OSCIO Security Awareness within the first thirty days of employment,
 - (D) Use of a State Vehicle Statewide Training (if driving state vehicles).
 - (E) DAS CHRO Preventing Discrimination, Harassment and Sexual Harassment in the Workplace (unless the agency prepared its own CHRO-approved training).
 - (F) DAS CHRO Weapons in the Workplace and Violence Free Workplace.
 - (G) DAS CHRO Drug-Free Workplace.
- (e) The following trainings are required for the following people:
- (A) Annually: All employees, including temporary employees, volunteers, and board and commission members must complete the DAS CHRO Preventing Discrimination, Harassment and Sexual Harassment in the Workplace training unless an agency receives an exception from the DAS Chief Human Resources Officer.
 - (B) Annually: All employees, including temporary employees, volunteers, and board and commission members must complete the OSCIO Security Awareness training unless an agency receives an exception from the DAS Enterprise Security Office.
 - (C) Within two years of initial appointment: All managers, supervisors and human resource staff must complete a Workplace Effects of Domestic Violence, Harassment, Sexual Assault and Stalking training.
 - (D) Within six months of appointment: All new board and commission members, and executive directors of a small entity with fewer than 50 FTE, must complete the DAS CHRO Overview of Boards and Commissions training.

- (f) Trainings shall be prepared and presented by qualified state employees or outside vendors and attended through remote learning, online, classroom or other alternative platforms.
- (g) With approval from either DAS CHRO or DAS OSCIO, agencies may exempt employees from a training requirement when it is not an appropriate use of public resources, employee has complied with the training requirement within the past two years, or for other acceptable reasons. The agency shall maintain all documents related to any exemptions.