

## REQUIRED TRAINING POLICY

UAF Policy 04.07.010

Original Adoption : October 18, 2010

Original posted: <http://www.uaf.edu/safety/files/policies/04.07.010-Signed-by-Chancellor.pdf>

Revised: September 9, 2021 (previous revisions [June 22, 2015](#); [June 30, 2017](#), [April 16, 2018](#))

Responsible Chancellor's Cabinet Member : Vice Chancellor for Administrative Services, Vice Chancellor for Research and Provost

Responsible Department/Office: Environmental Health Safety and Risk Management, Human Resources, Office of Diversity and Equal Opportunity, Office of Research Integrity

### POLICY STATEMENT

It is the policy of the University of Alaska Fairbanks that all employees complete UAF's

basic safety trainings required of all employees must be completed within 30 working days of hire or before undertaking specific activities identified as safety concerns by the supervisor or employee. A three-year refresher is recommended. The department emergency action plan training must be completed every two years or when changes are made to the plan.

- Mandatory Title IX /Sex-Gender Based Discrimination Prevention - must be completed within 30 days of hire. After the initial Title IX training is completed, a Title IX training update is required annually.
- Mandatory Protection of Minors Training -training must be completed within 30 days of hire for all employees. Employees functioning as an authorized adult (working with minors as part of their official duties) must complete the training before work with minors begins and must complete annual protection of minor training . Established under a separate [UAF Policy 05.09.014](#) dated May 23, 2013.
- Mandatory Anti-bullying in the Workplace training - required of all employees within 30 days of hire .
- Mandatory Supervisory Trainings - Supervising for Success consists of trainings which comprise the required supervisory curriculum that has been established since 2008 and can be reviewed on the [UAF Human Resources website](#) The

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