



### SUMMARY & BACKGROUND

**In January 2018, Oregon State's Human Resources division will launch a series of mandatory online training modules for faculty, staff and student employees.**

Developed by OSU experts to align with University, state and federal guidelines, these modules will advance our shared commitment to maintaining high ethical standards, minimizing risk and strengthening regulatory compliance. This training will be available via a new online learning management system (LMS) for University employees.

This marks the culmination of a months-long effort on the part of teams from Human Resources, Risk Management, Information Services, Access and Affirmative Action, Compliance and other key areas. These working groups formed in early 2017 to address a charge from President Ray and the OSU Board of Trustees related to employee critical training.

### LEADERSHIP HIGHLIGHTS

The new online, self-paced format means your faculty, staff and student employees will find essential training both more accessible and more convenient than ever before. University leaders – from deans and director to front-line supervisors – have a vital role to play in encouraging participation. To support accountability, Human Resources will provide quarterly reports on critical training compliance. Important highlights to note:

- **Critical training topics** (for January launch) include Ethics, Mandatory Reporter, Preventing Sexual Harassment and Discrimination, ADA, FMLA/OFLA, Leave and IT Security.
- Specific **training requirements will be based on employee type** (e.g., faculty, staff, student), which each individual's LMS profile will automatically reflect.
- **Current employees must complete required training between January 1 and March 30, 2018.** New employees (with start dates after 1/1/18) should do the same **within 60 days** of their respective start dates.
- In addition to faculty, staff and student employees, the following groups will have limited training requirements: temporary staff, graduate assistants, courtesy fellows and postdoctoral scholars.

Our collective effort will help ensure the success of this rollout and set the tone for future training initiatives (University-wide or unit-specific) that leverage the new LMS platform.

### ACCELERATING ESSENTIAL TRAINING AT OSU

We are aware the University and many individual colleges/units have other near-term training priorities, which the new LMS platform may support. The work teams responsible for implementation (primarily Human Resources and Information Services) are developing plans to expand availability of the platform for this purpose. **Look for future announcements on this in early 2018.**

January launch for all-employee critical training initiative. Board of Trustee charge.

Critical topics. Employee groups and 60-day requirement.

New LMS for online learning, in-person training registration, reporting & more.