MEMORANDUM

TO: All Faculty, Staff and Student Employees

FROM: Judy Bonner
President

SUBJECT: Annual Mandated Compliance Training

In order to meet certain state and federal requirements as well as University policy, annual mandatory training on specific topics was implemented for all University employees in 2013. This includes faculty, staff and student employees. Although this communication refers to the previously mentioned groups of individuals, some of these same requirements also apply to certain individuals who are not University employees. This may include third-party vendors and their employees, representatives, or volunteers, including camps and programs that use University facilities.

Over the next few weeks, employees will begin to receive their 2014 notifications of compliance training curricula that must be completed on an annual basis. The 2014 mandatory training curriculum will include: (1) Hazardous Communications Update, (2) UA’s Child Protection Policy acknowledgement, and (3) (New) Harassment Prevention for Employees. All training is taken online utilizing the Skillsoft Training Academy system unless otherwise approved. Employees will soon be notified by Human Resources of this mandatory training through their supervisors as well as by email notifications sent to the employees’ myBama or Crimson email address.

The 2014 training requirement will be assigned across campus in phases beginning with the Division of Academic Affairs at the end of February. Additional information about the mandatory training assignments will soon be communicated in separate communications from the Department of Human Resources.

Your cooperation in ensuring that you complete these training requirements annually within the timeframe communicated is needed and greatly appreciated.