All commonwealth employees under the Governor's jurisdiction must receive training on the following topics:
Please note that this document may not be reflective of a comprehensive list of all potential trainings required.
Additional mandatory training may be assigned based on Governor's initiatives, policy changes, position specific training, etc.

Topic:	Policy reference:	Requirement:	OA Course:	Must be Taken:	Format:
New Employee Orientation	MD 535.1	Provide orientation to the agency and the commonwealth within six months of hire. Include Equal Employment Opportunity, Whistle Blower, Substance Abuse, Smoking, Emergency Evacuation Plan and Bomb Threat.	OA does not currently offer an enterprise course to meet this requirement.	Once	n/a
Notices of Rights/Duties	Workers' Compensation Act, P.L.736	All commonwealth employees who are required to use a list of designated health care providers for the treatment of work-related injuries under the workers' compensation program. (Some bargaining units will be excluded. Those excluded are L1. R4 and contractors.) Serves as written notification to employees of their rights and duties under Section 306 (f.1)(1)(i) of the Pennsylvania Workers' Compensation Act and provides notification of the newly consolidated panels of designated health care providers by county. All employees must be informed of their rights and duties under Section 306 (f.1)(1)(i) and acknowledge that they have read and understand them as explained.	Notice of Rights and Duties	Once	Web-based
Right-to-Know Chemicals in the Workplace	MD 505.27	All new or newly assigned employees who work in areas where hazardous substances are stored or used must receive training on the provisions of the Worker and Community Right-to-Know Act within 120 days of employment, or prior to use (whichever comes first). In addition, annual training must be provided to employees who work in areas where hazardous substances are stored or used.	Right-to-Know Chemicals in the Workplace	Once

All those exposed to hazardous substances: Annually | Web-based |
Ethics	Policy Memo-Secretary of Administration 12/21/2007	The Office of Administration has developed Ethics in the Workplace, a training course that will provide guidance to all state officials and employees on what "ethics" means to them in their commonwealth positions. This training course will be mandatory for all employees under the Governor's jurisdiction.	Ethics in the Workplace	Once	Web-based
Emergency Awareness	MD 205.38	Train all employees on responding to emergency evacuation plans and related incidents. Include in new employee orientation.	Employee Emergency Awareness	Once & Annually	Web-based
Employee Safety	MD 530.31	All new employees must receive general Workplace Safety and Health Program orientation at the time of hire and employees exposed to identified hazards must receive specific safety orientation and training. The basics of workplace safety must be covered during employee on-boarding. Job-specific safety information must be covered during on-boarding with the employee's supervisor.	Employee Safety Awareness WBT	Once	Web-based
IT Security Awareness & Acceptable Use	MD 535.9 MD 205.34	All Users are required to complete security awareness training once every 12 months. All new users will receive mandatory security awareness training as part of new employee orientation.	Security Awareness and Acceptable Use	Once & Annually	Web-based

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IT Security Awareness & Acceptable Use	MD 535.9 MD 205.34	All users are required to complete security awareness training once every 12 months.	Fraud Awareness & Prevention	Annually	Web-based
IT Administrator Acceptable Use	MD 245.18	Required policy review and acknowledgement by all network/system/database administrators, henceforth known as "Administrators."	IT Administrator Acceptable Use	Annually	Web-based
Federal Tax Info	IRS Publication 1075	This web-based training is mandatory for all commonwealth employees, partners, and contractors in department boards, commissions, and councils under the Governor's jurisdiction with access to Federal Tax Information (FTI).	Federal Tax Info	Annually	Web-Based
HR Confidentiality	MD 505.18	The OA Office of Human Resources and Management (HRM) is committed to protecting employee data from unauthorized access, use, or disclosure; as well as eliminating the possible abuse of HR system access. It is the expectation of the Deputy Secretary, Human Resources and Management, that all HRM employees safeguard employee information, access HR systems for business purposes only, and complete annual training on HR confidentiality to help ensure awareness of this expectation.	HR Confidentiality	Annually	Web-based
SEAP	MD 505.22	All employees receive information, education, and the required training on SEAP and the substance abuse policy requirements, using an OA approved curriculum.	SEAP Essentials	Once & Every 2 Years	Web-based & Instructor-Led
SEAP Drug Free Workplace	MD 505.25	All employees receive information, education, and the required training on SEAP and the substance abuse policy requirements, using an OA approved curriculum.	SEAP Drug Free Workplace	Once & Every 2 Years	Web-based & Instructor-Led
Discrimination and Sexual Harassment Prevention	MD 505.30	Ensure that all employees are educated in the commonwealth's sexual harassment policy and in sexual harassment issues in general. Education may consist of written materials, formal training, educational videos, orientation sessions, workplace discussions, and/or individual counseling. Education in sexual harassment issues should be considered an ongoing effort, with additional approaches used periodically to reinforce earlier education.	Preventing Discrimination & Harassment for All	Annually	Web-based
Workplace Violence	MD 205.33	All managers, supervisors and employees are required to receive training on workplace violence prevention and response.	Workplace Violence Prevention	Annually	Web-based & Instructor-Led
Disabilities	MD 205.25	Provide training, information, and technical assistance on disability-related employment policies to agency Disability Services Coordinators and agency staff who provide disability policy support.	Disability-Related Training for Employees	Annually	Web-Based

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Bloodborne Infections/Diseases	MD 505.26	Agencies are to provide education and/or information to employees on blood borne infections/diseases in order to minimize potential discrimination and transmission.	OA does not currently offer an enterprise course to meet this requirement.	Once	
Bomb Threats	MD 720.7	Agencies should provide information and/or training for their employees on how to respond to bomb threats and suspicious packages. Employees who regularly handle mail and packages should be provided specific training on proper mail handling procedures. For additional information, contact the Department of General Services, Capitol Police.	OA does not currently offer an enterprise course to meet this requirement.	Once	
State Records Management	MD 210.5	New or transferred employees are to review the policies, responsibilities, and procedures in this Management Directive and Manual 210.1, The Commonwealth of Pennsylvania Employee Records Management Manual. Agencies shall: Ensure that employees are trained and comply with requirements, policy, and procedures for the State Records Management Program.	State Records Management	Once	Web-based
HR Services	My HR Online	All new employees whose agency is supported by the HR Service Center are required to complete this training once upon beginning employment with the commonwealth. This WBT is on the new hire auto-enrollment table and is an overview of where employees can go for HR services and what they can expect when calling the HR Service Center.	HR Services Overview for All Employees	Once	Web-based
Diversity, Equity, Inclusion	MD 505.7	All management personnel of agencies, independent boards, and commissions under the Governor's jurisdiction must ensure that commitment to equal employment opportunity is clearly communicated to all managers, supervisors, and employees.	Diversity, Equity, Inclusion	Once	Web-based
Employee Safety	Capitol Police Training	All new employees and contractors are required to complete this training once upon beginning employment with the commonwealth. This WBT is on the new hire/new contractor auto-enrollment table and reviews how to react and handle an active shooter situation.	Active Shooter Training 15-16	Once	Web-based

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All commonwealth supervisors/managers under the Governor's jurisdiction must receive training on the following topics:
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Topic:	Policy reference:	Requirement:	OA Course:	Must be Taken:	Format:
Supervisory Development	MD 535.1	Training for new supervisors within the first six months of a promotion or reassignment. Note: Core programs should also include an overview of supervisory responsibilities, labor relations, and performance management.	1.) Delegation for Sup; 2.) Intentional Conversations for Sup; 3.) Leadership Basics for Sup	Once	Instructor-Led
Supervisory Development	MD 505.7	All management personnel of agencies, independent boards, and commissions under the Governor's jurisdiction must ensure that commitment to equal employment opportunity is clearly communicated to all managers, supervisors, and employees.	Managing Diversity at Workplace 16-17	Once	Web-Based
SEAP for Supervisors Fit for Duty session	MD 505.22	Supervisors will receive specific training on how to identify, intervene, interview, refer, and monitor employees.	SEAP Fitness for Duty for Supervisors	Once & Every 2 Years	Web-Based & Instructor-Led
SEAP for Supervisors Manager session	MD 505.22	Supervisors will receive specific training on how to identify, intervene, interview, refer, and monitor employees.	SEAP for Supervisors Manager session	Once & Every 2 Years	Instructor-Led
Labor Relations	MD 535.1	Training for new supervisors within the first six months of a promotion or reassignment. Note: Core programs should include an overview of supervisory responsibilities, labor relations, and performance management.	Labor Relations for Supervisors	Once	Instructor-Led
Discrimination and Sexual Harassment Prevention	MD 505.30 MD 410.10	Ensure that all employees are educated in the commonwealth's sexual harassment policy and in sexual harassment issues in general. Education may consist of written materials, formal training, educational videos, orientation sessions, workplace discussions, and/or individual counseling. Education in sexual harassment issues should be considered an ongoing effort, with additional approaches used periodically to reinforce earlier education.	Preventing Discrimination & Harassment for Mgmt Class/Supervisors	Annually	Web-Based
Disabilities	MD 205.25	Provide training, information, and technical assistance on disability-related employment policies to agency Disability Services Coordinators and agency staff who provide disability policy support.	Disability-Related Training for Supervisors & Managers	Annually	Web-Based
Absence Management	M 530.7	Training for new supervisors within the first six months of a promotion or reassignment to include an overview of supervisory responsibilities relative to absence management. Web-based training is a pre-requisite for the instructor-led training provided by the agency Human Resource Office.	Absence Management for Supervisors	Once & Every 2 years	Web-based

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Employee Performance	MD 540.7	All supervisors are required to receive a basic EPR course within six months of becoming a supervisor.	Employee Performance Review	Once	Instructor-Led
EPR Refresher	MD 540.7	For supervisors only. This web-based training course instructs supervisors on how to select the appropriate type of EPR, write an effective EPR, rate factors accurately, write appropriate and meaningful comments to support factor ratings, and document a development plan. Attendees will also have the opportunity to review several documents including: Management Directive 540.7, EPR Factor Links, and the 363L form.	EPR Refresher for Supervisors	Once	Web-based
CDL Training	M 505.5	All supervisors of CDL covered employees and supervisors/managers in the chain-of-command that would be in a position to render a reasonable suspicion determination relative to fitness for duty are required to receive the OA/vendor CDL Supervisory course.	CDL Supervisor Training	Once	Instructor-Led

All commonwealth <u>contractors</u> under the Governor's jurisdiction must receive training on the following topics:
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Topic:	Policy reference:	Requirement:	OA Course:	Must be Taken:	Format:
Right-to-Know Chemicals in the Workplace	MD 505.27	All new or newly assigned employees who work in areas where hazardous substances are stored or used must receive training on the provisions of the Worker and Community Right-to-Know Act within 120 days of employment, or prior to use (whichever comes first). In addition, annual training must be provided to employees who work in areas where hazardous substances are stored or used.	Right-to- Know Chemicals in the Workplace	Once All those exposed to hazardous substances Annually	Web-based
Emergency Awareness	MD 205.38	Train all employees on responding to emergency evacuation plans and related incidents. Include in new employee orientation.	Employee Emergency Awareness	Once & Annually	Web-based
IT Security Awareness & Acceptable Use	MD 535.9 MD 205.34	All users are required to complete security awareness training once every 12 months. All new users will receive mandatory security awareness training as part of new employee orientation.	Security Awareness and Acceptable Use	Once & Annually	Web-based
IT Security Awareness & Acceptable Use	MD 535.9 MD 205.34	All users are required to complete security awareness training once every 12 months.	Fraud Awareness & Prevention	Annually	Web-based
IT Administrator Acceptable Use	MD 245.18	Required policy review and acknowledgement by all network/system/database administrators, henceforth known as "Administrators."	IT Administrator Acceptable Use	Annually	Web-based
Federal Tax Info	IRS Publication 1075	This web-based training is mandatory for all commonwealth employees, partners, and contractors in department boards, commissions, and councils under the Governor's jurisdiction with access to Federal Tax Information (FTI).	Federal Tax Info	Annually	Web-Based
Discrimination and Sexual Harassment Prevention	MD 505.30	Ensure that all employees are educated in the commonwealth's sexual harassment policy and in sexual harassment issues in general. Education may consist of written materials, formal training, educational videos, orientation sessions, workplace discussions, and/or individual counseling. Education in sexual harassment issues should be considered an ongoing effort, with additional approaches used periodically to reinforce earlier education.	Preventing Discrimination & Harassment for All	Once	Web-based
Workplace Violence	MD 205.33	All managers, supervisors, and employees are required to receive training on workplace violence prevention and response.	Workplace Violence Prevention	Annually	Web-based & Instructor-Led

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State Records Management	MD 210.5	New or transferred employees are to review the policies, responsibilities, and procedures in this Management Directive and Manual 210.1, The Commonwealth of Pennsylvania Employee Records Management Manual. Agencies shall: Ensure that employees are trained and comply with requirements, policy, and procedures for the State Records Management Program.	State Records Management	Once	Web-based
Diversity, Equity, Inclusion	MD 505.7	All management personnel of agencies, independent boards, and commissions under the Governor's jurisdiction must ensure that commitment to equal employment opportunity is clearly communicated to all managers, supervisors, and employees.	Diversity, Equity, Inclusion	Once	Web-based
Employee Safety	Capitol Police Training	All new employees and contractors are required to complete this training once upon beginning employment with the commonwealth. This WBT is on the new hire/new contractor auto-enrollment table and reviews how to react and handle an active shooter situation.	Active Shooter Training 15-16	Once	Web-based

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