



## MEMORANDUM

**DATE:** August 29, 2017  
**TO:** All Faculty, Staff and Student Employees  
**FROM:** Madeline Holzem, Chief Human Resources Officer  
**SUBJECT:** Compliance Training for new hires and current employees

As UWL employees, we all have an obligation to act in accordance with legal standards and ethical principles. In order to ensure that you are best prepared to fulfill these obligations for the benefit of yourself, your colleagues and students, UWL has partnered with LawRoom / EverFi to provide web-based training courses to all of our employees.

### **1. Current employee annual compliance training**

UW System Board of Regents requires that all Faculty, Staff and Student employees receive formal education regarding Privacy, Security and Safety annually. Training will be on-demand modules through LawRoom / EverFi. Staff will receive an email that will connect them to the individual's training dashboard.

- Family Educational Rights and Privacy Act (FERPA)
- Sexual Harassment / Sexual Misconduct
- Public Records Notice Law
- Data Security and Privacy

The expectation is that this training be completed within 90 days of receiving the email. The employee will receive a reminder email monthly until all training modules assigned are completed.

Attached to this email is the Privacy, Safety and Security compliance overview and associated links for your review.

### **2. New employee compliance training (Faculty, Staff and Student Employees)**

UW System has asked that all Faculty, Staff and Student employees receive formal education regarding Privacy, Security and Safety. The following training will be introduced in two formats. The first introduction will be part of our on-boarding process as a review of summary statements and webpage access. The continued training will be on-demand modules through LawRoom / EverFi. All employees will receive an email that will connect them to the individual's training dashboard.

These modules will be completed by Faculty, Staff and Student Employees

- Family Educational Rights and Privacy Act (FERPA)
- Mandatory Reporting (E.O.#54) On-board training only
- Harassment / Sexual Misconduct
- Public Records Notice Law
- Data Security and Privacy

These next modules will be required by Faculty and Staff only

- Code of Ethics / Conflict of interest
- Diversity: Inclusion in the Workplace
- Code of Conduct
- Bullying in the Workplace
- Illness and Injury Prevention

The expectation is that each new employee be given time within their first week to complete these modules. The employee will receive reminder emails until all training modules assigned are complete.

Attached to this email is the Privacy, Safety and Security compliance overview and associated links for your review.

### **3. Supervisor training and development**

This training is available for all staff. The emphasis is toward new supervisors and chairs. This course will be taught in two components.

- Employment Law Boot Camp (LawRoom / EverFi)

This course provides an overview of the employment laws that supervisors should know such as scheduling and compensating employees, preventing discrimination and harassment, and disciplining and terminating employees. Supervisors who take this course will be better prepared to recognize, respond to, and prevent workplace situations that violate the law. Attached is a summary of training topics included in this module.

- Performance Management and Workplace Expectations (classroom)

This training will allow supervisors time to come together, review the Employment Law Boot Camp module and discuss performance management and evaluation processes.

Training availability for these modules will be announced soon.

Human Resources will be able to track the completing of this training on a monthly basis. All supervisors will receive a report for their department. As this is a new process, we know that there may be a slight learning curve so please communicate any questions or concerns to Kathy Accola, Employee Relations Specialist.

Thank you