

2022-183 EXHIBIT A

169.34 MANDATORY TRAININGS

(a) Diversity, Equity, Inclusion, and Anti-Harassment. All County employees and Appointing Authorities shall receive at least two (2) hours of training, annually, covering the County's written policies on Diversity, Equity, Inclusion and Anti-Harassment.

(b) Political Activity. All County employees and Appointing Authorities shall participate in mandatory training on the details of Section 169.18 regarding political activity upon hiring and once every two (2) years.

(c) Employee Benefits Training. All County employees and Appointing Authorities shall attend an employee benefits training session presented by the Department of Human Resources, Division of Employee Benefits in calendar year 2018 and every three years thereafter.

(d) Substance Abuse - Non-supervisory Employee Training. All non-supervisory County employees shall receive at least one (1) hour of training every two years covering the County of Summit's written policy and the dangers of, and signs and symptoms associated with, substance abuse. The training will be presented by a qualified trainer, or a person supervised by a qualified trainer holding one of the following substance-use credentials:

- (1) Substance Abuse Professional (SAP),
- (2) Certified Employee Assistance Professional (CEAP),
- (3) Certified Chemical Dependency Counselor (CCDCIII),
- (4) Ohio Certified Prevention Specialist (OCPS 1 or 2).

(e) Supervisor Training. All supervisors and selected union officials shall receive two (2) hours of initial training and refresher training every two years thereafter, on all matters provided to non-supervisory personnel under subsection (d) of this Section and the supervisor's role and responsibility in administering this program. New supervisors shall receive at least two (2) hours of training within six (6) weeks of becoming a supervisor, and will not be involved in testing responsibilities until trained. The training shall include the following topics in addition to those topics provided to non-supervisory employees under subsection (d): how to recognize a possible alcohol and/or substance abuse problem; how to document behaviors that demonstrate an alcohol and/or substance abuse problem; how to confront employees with the problem; how to initiate reasonable suspicion testing; how to make appropriate referrals for assessment or assistance; how to follow up with employees returning to work after a positive test; and how to operate consistently with collective bargaining agreements. The training will be presented by a qualified trainer, or a person supervised by a qualified trainer, holding one of the following substance-use credentials:

- (1) SAP,
- (2) CEAP,
- (3) CCDCIII,
- (4) OCPS 1 or 2

(f) IT Security Training. All County employees and Appointing Authorities shall be required to attend on-line IT security training beginning in the calendar year 2022, and annually thereafter.

Thereafter, the Office of Information Technology will conduct testing to determine the level of employee understanding of the risks associated with non-compliance with network security measures. Employees who are identified as being at risk of non-compliance will be required to attend an additional on-line refresher training.

(g) Training can be conducted by the Human Resources Department, the Human Resources Commission, or via an electronic training system authorized by the Executive.

(h) The frequency of training may be changed by the Executive by way of an executive order.

(i) Failure to comply with any of the mandatory training requirements may result in progressive discipline.