

James R. Johnsen, Ed.D.

President

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Many Traditions One Alaska

MEMORANDUM

Date: August 26, 2016

To: Tom Case, UAA Chancellor
Rick Caulfield, UAS Chancellor
Dana Thomas, UAF Interim Chancellor

From: Jim Johnsen, UA President

A handwritten signature in blue ink that reads "Jim Johnsen".

Re: University of Alaska Common Employee Training

UA is committed to making our campuses a safe and positive work environment for our faculty, staff and students. As discussed in Summit Team at our August 2, 2016 meeting, UA will offer common employee training (CET) starting January 2017. The Environmental, Health and Safety Council and the Human Resources Council are leading the CET effort. Training will be go live in three phases.

- Tier 1 Training roll out on January 31, 2017 – All UA employees
 - Title IX
 - Bullying Awareness and Respectful Workplace
 - General Safety
 - Office Safety
 - Slips, Trips and Falls
 - HazCom
- Tier 2 Training roll out on July 1, 2017 – Identified Staff and Faculty
 - FERPA
 - Protection of Minors
 - Supervisor and Leadership
 - PCI Compliance
- Tier 3 Training roll out on January 31, 2018 – Position and Site Specific
 - Position Specific (e.g. underwater egress, firearms, bear safety)
 - Site Specific (Hazards)

Please distribute this information to your campuses, as appropriate. Updates will be provided regularly as the CET moves forward.

JRJ

cc: Provosts
Vice Chancellors for Administrative Services
Greg Busch, UA Interim CRO/Emergency Management Director
Keli McGee, UA CHRO
Dan White, UA VPAA&R