

Pat Pitney, President

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UNIVERSITY
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Date: October 10, 2024

To: UA Executive Council
Sean Parnell, UAA Chancellor
Aparna Palmer, UAS Chancellor
Daniel White, UAF Chancellor
Memry Dahl, Chief Human Resources Officer
Benjamin Shier, Chief Information Technology Officer
Paul Layer, VP Academic Students and Research
Michelle Rizk, VP University Relations
Luke Fulp, Chief Finance Officer
Wayne Mowery, Interim General Counsel
Jonathon Taylor, Public Affairs Director

From: Pat Pitney, UA President

A handwritten signature in blue ink that reads "Pat K. Pitney".

Re: UA Employee Required Training and Process for Updates

This memo replaces all previous messaging regarding annual training for employees.

The UA HR Website (<https://www.alaska.edu/hr/training/employees/>) is and will continue to be the official, up-to-date record for employee training requirements.

All employees are required to take specific training courses listed under Tier 1 Training section. Some trainings are required within 30 days of being hired, while others need to be renewed annually. Depending on the employee's role and each university's training policy, additional training requirements may apply. These trainings are listed under the Tier 2, Tier 3, and Tier 4 Training section of the website. Supervisors are responsible for verifying what university-specific and function-based training is required for their employees and to verify that their employees have completed those training requirements.

Any new required training or compliance requirements will be discussed by the Vice Chancellors for Administrative and HR, with recommendations for adding new trainings forwarded to Executive Council for approval. Once approved, these new trainings requirements will be communicated by the department hosting the training. The administrator of the required training will provide, or coordinate providing, updates to employees as to their compliance status. In addition, UA HR will distribute an additional communication during the first month of each fall semester to remind all employees of their annual training responsibilities and continue to list training courses on their website.