MEMORANDUM

Date: August 26, 2016

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

From: Jim Johnsen, UA President

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.

JRI

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