



## Response to Questions on the 2016 LOBs

**Request By:** Supervisor Herrity

**Relevant LOB(s):** LOB #31

**Question:** Provide a list of required training, including ethics.

**Response:**

The following is a list of training courses that are mandatory for all employees, with an additional list of training that is required for all supervisors and managers. Employees are required to take these courses once, with the exception of certain courses noted below that are required every three years.

Mandatory County Training for All Employees

- New Employee Orientation Part 1: Welcome to Fairfax County
- New Employee Orientation Part 2: Your Benefits as a County Employee
- New Employee Orientation Part 3: Performance Management
- New Employee Orientation Part 4: Information Technology and County Security (ITACS)
- AIDS in the Workplace
- Sexual Harassment for Employees – Required every three years
- The Americans with Disabilities Act (ADA) and the Workplace – Required every three years
- Orientation to the County's Code of Ethics
- Diversity in the Workplace – Required every three years

Mandatory County Training for Supervisors and Managers

- EEO for Managers – Required every three years
- Sexual Harassment for Managers – Required every three years
- Supervisor's Toolkit - Documentation
- Supervisor's Toolkit - Discipline
- Supervisor's Toolkit - Discipline Case Study
- Supervisor's Toolkit - Fact Finding and Investigation
- Supervisor's Toolkit - Performance Concerns vs. Conduct Concerns
- Supervisor's Toolkit - FMLA for Supervisors
- Supervisor's Toolkit - FMLA for Supervisors: A Case Study
- PALMs: Managing Workforce Issues and Maintaining a Drug Free Workplace
- Employee Assistance Program (EAP) and Drug-Free Workplace Training