



RESOLUTION NUMBER: 2020-35

Adopting the Roosevelt County Mandatory Training Program Policy

WHEREAS, our employees are our most valuable asset and training is our most effective method of training them; and,

WHEREAS, the intent of this Policy is to protect the County's human capital and financial resources from accidental and intentional loss;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF ROOSEVELT COUNTY THAT the revised Roosevelt County Mandatory Training Program Policy is hereby approved.

PASSED, APPROVED, and ADOPTED this 15th day of December, 2020.

**BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

ATTEST:

Nath Baca
Nath Baca, Deputy County Clerk

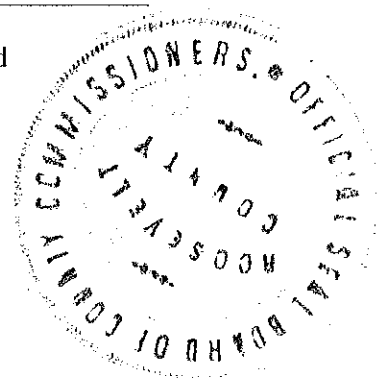
Matthew Hunton
Matthew Hunton, Chairman – District II
Voted: Yes No Abstained

Tina Dixon
Tina Dixon, Vice Chair – District IV
Voted: Yes No Abstained

absent
Dennis Lopez – District I
Voted: Yes No Abstained

Lewis (Shane) Lee
Lewis (Shane) Lee – District III
Voted: Yes No Abstained

absent
Paul Grider – District V
Voted: Yes No Abstained



Roosevelt County Mandatory Training Policy

Roosevelt County is committed to ensure the highest level of service to our residents and minimizing risk to our staff or our County. The purpose of this policy is to protect the County's human capital and financial resources by guiding staff to mandatory training.

1. Definition of Mandatory Training

For the purposes of this policy, mandatory training is any statutory, regulatory or compulsory training Roosevelt County requires for employees to:

- A. Comply with laws and regulations
- B. Carry out duties safely and efficiently
- C. Reduce or address risk
- D. Maintain competence to standards expected of local government public servants.

2. Training Requirements

- A. All employees are required to participate in mandatory training each fiscal year. Training is a Roosevelt County requirement and considered a minimum job expectation of all employees.
- B. Training is intended to provide employees with the information necessary to be aware of compliance and fraud issues as well as to help instill practices that ensure compliance with relevant laws, regulations and County policy.
- C. Other training may be deemed essential for specific roles within the County or for specific staff as designated by the department head. It is the responsibility of the department head/elected official to notify all staff of required training for that office.
- D. Other training may be deemed essential following changes or developments in service delivery, audit review, safety or risk incidents, complaints or when a particular need is identified.
- E. The roster of required classes appears in Appendix A. Appendix A may be revised or updated by the County Manager as needed.

3. Supervisor Responsibility

It is the responsibility of all department heads/elected officials to:

- A. Ensure their staff is aware of the need to comply with mandatory training;
- B. Monitor mandatory training compliance for all staff and ensure documentation is sent to the personnel file;
- C. Plan the attendance of their staff at relevant mandatory training and give time to attend.
- D. Follow up with staff who have failed to attend mandatory training, investigate why and ensure training is arranged as soon as possible.



4. Employee Responsibility

It is the responsibility of all employees to:

- A. Ensure mandatory training requirements are met.
- B. Identify when training is required and agree a date for this with their manager or supervisor.
- C. Give priority to mandatory training and make every effort to attend training sessions arranged for this purpose.
- D. Alert their department head/elected official and the provider of the training (this in most cases will be HR) if they are unable to attend.
- E. Sign the attendance record for the session/program.
- F. Apply the learning to their area of work/role.

5. Subject Matter Experts (SME)

Subject Matter Experts (SME) are expected to keep up to date with changes in legislation, national directives and requirements within their own area of responsibility to ensure that the training implications are identified and appropriate training organized, provided and documented. It is the responsibility of the Subject Matter Expert (SME) to:

- A. Plan, deliver, evaluate and continually improve training sessions/programs.
- B. Maintain their expertise in their subject area.
- C. Ensure that participants record their attendance at sessions/ programs using a sign-in sheet and is documented to the employees personnel file.
- D. Contribute to the evaluation, review and development of mandatory training as required.

6. Recording, Reporting & Monitoring Mandatory Training

- A. Accurate recording of mandatory training records is essential as it provides the evidence of compliance required by internal and external assessing bodies. All department heads/elected officials must maintain a record of mandatory staff training/learning event attendance. Further, completion of a training module should be included with an employee's personnel record.
- B. All staff attending mandatory training events must record their attendance or participation in the applicable system. For some this may be signing an attendance record or simply logging into a training system.
- C. When a participant fails to attend a mandatory training event the supervisor must reschedule mandatory training as soon as is practically possible. It is recognized that there are occasions when staff may not be able to attend all or some of the mandatory training due to illness, disability or unavoidable domestic or other commitments. In these instances the department head/elected official in consultation with Human Resources must make alternative arrangements to ensure that these staff are able to complete the mandatory training requirements for their position.



Appendix A

Those employed at the time of this policy's adoption will have one year to comply with mandatory training requirements unless otherwise noted in the Comments Section.

| Course Name | Course Entity | Frequency | Requirement | Comments |
|---|-------------------|-------------------------------|--|---|
| Sexual Harassment in the Workplace | NMC.LocalGovU.com | At hire and annually | All Employees | All employees complete by 11/01 each year |
| Sexual Harassment Training for Managers | NMC.LocalGovU.com | At hire and annually | Supervisors, Department Heads or Elected Officials | Complete by 11/01 each year |
| A Welcoming Culture | NMC.LocalGovU.com | At hire and every three years | All employees | |
| Handling Difficult Customers for Local Government | NMC.LocalGovU.com | At hire and every five years | All employees | |
| Stress and Your Health | NMC.LocalGovU.com | One time | All Employees | |
| Rap Training | In House RAP | Weekly | All Employees | Roosevelt County's ongoing safety program |
| Bullying in the Workplace | NMC.LocalGovU.com | At hire and annually | All Employees | |
| Ethical Behavior in Local Government | NMC.LocalGovU.com | At hire and at least once | All Employees | |
| Diversity in the Workplace | NMC.LocalGovU.com | At hire and annually | All Employees | |
| Dealing with Heat Stress | NMC.LocalGovU.com | At hire and annually | All Employees | |
| Bloodborne Pathogens for Public Entities | NMC.LocalGovU.com | Annually | All Employees | |
| PASS Method - Fire Extinguishers | NMC.LocalGovU.com | At hire and annually | All Employees | |
| Finance 101 | NMC.LocalGovU.com | At hire and at least once | Supervisors/Department Heads or Elected Officials | |
| FMLA for Supervisors | NMC.LocalGovU.com | At hire and at least once | Supervisors/Department Heads or Elected Officials | |
| Time Management Skills | NMC.LocalGovU.com | At hire and at least once | Supervisors/Department Heads or Elected Officials | |



| | | | | |
|---|--------------------------|------------------------------|---|-------------------------------|
| Preventing slips, trips and falls | NMC.LocalGovU.com | Annually | All Employees | |
| Basic First Aid | NMC.LocalGovU.com | Annually | All Employees | |
| Drug and Alcohol Awareness | NMC.LocalGovU.com | At hire and at every 3 years | Sheriff, Detention and Court Compliance | |
| Power Tool Safety | NMC.LocalGovU.com | Every 2 years | Maintenance and Road | |
| Personal Protective Equipment | NMC.LocalGovU.com | Every 2 years | Assessors Office, Maintenance and Road | |
| Officer Wellbeing and Mental Health Awareness | NMC.LocalGovU.com | At hire and every 3 years | Sheriff, Detention and Court Compliance | |
| Electrical and Fire Safety | NMC.LocalGovU.com | Every 2 years | Maintenance and Road | |
| Defensive Driving | Coordinated by HR Office | Every 3 years | All Employees | |
| CPR | Coordinated by HR Office | Every 2 years | Affected Employees | |
| Lock out/Tag out-101 | NMC.LocalGovU.com | Annually | Maintenance and Road | |
| Liability & Tort Claims | Coordinated by HR Office | At hire | All Employees | |
| Tips to Preventing Illness | Coordinated by HR Office | At hire | All Employees | |
| County Vehicle Policy | Coordinated by HR Office | At hire | All Employees | |
| Emergency Action Plan | Coordinated by HR Office | At hire | All Employees | Review if any changes to plan |
| Fire Prevention | Coordinated by HR Office | At hire | All Employees | |
| Company Nurse | Coordinated by HR Office | At hire | All Employees | |
| Accident & Illness Reporting | Coordinated by HR Office | At hire | All Employees | |
| Discrimination | Coordinated by HR Office | At hire & annually | All Employees | |
| Hazard Communication Program | Coordinated by HR Office | At hire | All Employees | |
| Fall Protection & Ladder Safety | NMC.LocalGovU.com | At hire & annually | All Employees | |
| Preventing Slips, Trips and Falls | NMC.LocalGovU.com | At hire and annually | All Employees | |
| Who to contact | Coordinated by HR Office | At hire | All Employees | |



| | | | |
|---|-------------------|----------------------|---------------|
| Protection from Ransomware & Phishing Attacks | NMC.LocalGovU.com | At hire and annually | All Employees |
| Cybersecurity Threats to Public Entities | NMC.LocalGovU.com | At hire & annually | All Employees |
| Workplace Ergonomics | NMC.LocalGovU.com | At hire | All Employees |

