INTEROFFICE MEMO
FROM THE HUMAN RESOURCES OFFICE

TO: All New Employees

FROM: Tammy Riley – Director Human Resources

DATE: September 1, 2015

SUBJECT: **Required Training**

Required training for all new employees includes: Title IX, Ethics, Identity Theft (Red Flag Rules), Hazard Communication Program Training "Right to Know" and EEO, Diversity and Non-Discrimination. The link for the online training is located on the LSC-PA Human Resources web page under the training section.

The deadline for completing all online training is thirty days from your hire date.

1. **Title IX** - Is a slide presentation and questions that must be answered**.** Save your certificate. Human Resources will receive a certificate electronically.

2. **ETHICS - Print** the acknowledgement form, complete, sign and return it to the Human Resources office.

3. **IDENTITY THEFT TRAINING (RED FLAG RULES) -** You must complete the certificate, **print**, sign, and return it to Human Resources.

4. **HAZARD COMMUNICATION PROGRAM TRAINING- "Right to Know". Print** the Certificate of Completion, complete, sign and return it to the Human Resources office.

5. **EEO Training-** Use your Lamar employee e-mail address in order to get credit for the training. Read the instructions very carefully. You must make a **70 or better**. ***You will have to print your certificate***, close the certificate window, and then click finish to record your score in the database. It will only e-mail your score to you so be sure to ***print*** your certificate. Send a copy of your certificate to Human Resources.

6. **SECURITY AWARENESS TRAINING -**Failure **to** complete this training by the 30th day **of** employment will result in the loss **of your computer privileges.** This training includes a slide presentation and questions that must be answered. When you submit, you will receive an e-mail with your certificate. You should save the certificate. Human Resources will receive a certificate electronically.