



Required Employee Training

On November 1st you will receive an announcement that you have been added to an [Employee LearnCenter](#) Learning Plan (LP) entitled *Required Training*. The *Required Training* LP will provide an avenue for all employees to easily find and identify training they must complete now, and in the future, as additional mandatory training is identified. Employees and supervisors can view training completion status as well as completion dates on the *My Transcript* and *My Team* tabs located in the Employee LearnCenter.

Existing employees will have 30 days after the November 1st assignment date to complete the current courses contained within the *Required Training* LP outlined below. Employees who start their employment after the November 1st assignment date will have 30 days from their employment start date to complete assigned courses. Please note that if you have already completed the training via the Everfi portal, your learning plan will indicate this training is completed. You are not required to complete again.

The *Required Training* LP, available to all employees in the Employee LearnCenter tab "[My Learning Plans](#)" on November 1st, currently contains the following courses:

- **Harassment and Discrimination Prevention:**

All University employees are responsible for responding to and reporting harassment, discrimination, and sexual misconduct. This course trains employees to identify and eliminate workplace harassment and discrimination based on protected characteristics by helping them understand the law and appropriately respond to misconduct.

- **Accommodating Disabilities:**

This course is required for all benefited UW employees. It explains federal laws that require colleges and universities to take proactive steps to ensure that individuals with disabilities have the same educational and employment opportunities as individuals without disabilities. The comprehensive course provides definitions, examples and guidelines for accommodating both students and employees with disabilities.

- **Checkpoint: Data Security and Privacy:**

As part of the University of Wyoming's efforts to address the increasing threats to the security of our information systems and data, this training is now required of all employees.

Resources

- [Employee LearnCenter](#)
- [Employee Handbook](#)

Contact Information

Jesse Begin
Human Resources Learning and Development
Department 3422
1000 E. University Ave.
Laramie, WY 82071-2000
Wyoming Hall
Phone: (307) 766-5484
Fax: (307) 766-5636
E-mail: jbegin@uwyo.edu