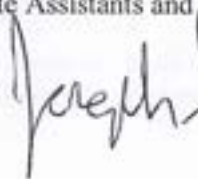


MEMORANDUM

DATE: December 12, 2023

TO: Faculty, Librarians, Staff (both classified and unclassified), Graduate Assistants and Teaching Assistants

FROM: Joseph P. Schultz, Associate Vice President for Human Resources 

SUBJECT: Required Annual Compliance Training

Each year employees are required to take annual compliance training for Workplace Violence Prevention and Domestic Violence in the Workplace, Preventing Discrimination and Harassment for Employees, Internal Control Basics, Title IX, HazCom/Right to Know, Cybersecurity Awareness, and Fire Safety.

This year the campus will again release the required annual training in late December. Senior staff has approved granting employees the option to complete the training from an alternate location over the holiday period between December 26, 2023 through December 29, 2023 if your work schedule is Monday-Friday.

If you choose this option, you will not be required to charge $\frac{1}{4}$ of a day (increased from $\frac{1}{2}$ day due to addition of 2 modules) of leave accruals for the day you complete the training and you would charge a total of 3.25 days of leave accruals (after the Christmas Holiday is observed) for the break instead of 4 days. The training **must** be completed on a day that you would be normally scheduled to work, i.e. **if you normally work a Monday through Friday schedule, then you must complete the training on one of these dates, 12/26, 12/27, 12/28, or 12/29 by 11:59pm. You may NOT earn a benefit if you take the training on a day that you don't normally work.** Regarding weekend part time Facilities Management employees, if Saturday and Sunday is your regular work schedule then you **must** complete the training on 12/30/2023 or 12/31/2023 in order to not have to charge $\frac{1}{4}$ day of accruals.

Please note that no *additional* leave credits are accrued or granted for choosing to complete the training during the break. If you do not take advantage of this option over the holiday period, please complete the training upon your return to work. If you are scheduled to work during these dates and complete the training while at work, you are unable to take advantage of this option.

If you are in a **UUP or MC** position using the online time and attendance system, you will only be required to charge .25 of accruals for the day you completed your training. Please enter .75 under non-chargeable time.

If you are **CSEA ASU** (clerical position) working a 7.50-hour day, the day in which you complete your training you will only be required to charge 1.75 hours for the day. Please note on your timesheet 5.75 for training.

If you are **CSEA OSU** (Facilities position) working an 8-hour day, the day in which you complete your training you will only be required to charge 2 hours for the day you completed your training. HR will update KRONOS for this charge to accruals.



Office of Human Resources

Phone: 607-777-6952
Fax: 607-777-4947

PO Box 6000
Binghamton, New York 13902-6000

Your log-in information will be emailed to you when your training modules are activated on December 26, 2023. The activation email from Binghamton University- University Center for Training and Development will also contain a link to the online training and will not be available until December 26, 2023. Log-in questions during the holiday period can be directed to the University Center for Training and Development at comply@binghamton.edu.

If you have questions BEFORE December 25, 2023 regarding process they can be directed to Sara DeClemente-Hammoud at declemen@binghamton.edu or 607-777-4939.