

New Hire List of Compliance and Required Trainings

Compliance Training

Emergency Action Plan Training (Department)

Contact your supervisor to attend an Emergency Action Plan Training from your leader for your facility.

Anti-harassment

- Location: HR and Legal Department
- We will contact you during your first 90 days to schedule you for training
- Frequency: Every two years
- Workplace Harassment Video Refresher (Bis Trainer): Frequency: Assigned upon hire and once every two years.

Public Employees Occupation Safety and Health (PEOSH) requirements (listed as PEOSH Safety Training)

- Location: <http://intranet.co.cumberland.nj.us/>
- Frequency: Frequency varies depending on the Course Standards/Department requirements
- Instructions to reach video once on website: Hover over home page, hover on personnel, scroll down and click on workplace health and safety.

Safety Learning Management System (Bistrainer)

You will receive an activation email for your new user account. Once you log with username and new password, you have access to your required safety training webinars. The training Calendar has the list of classes available to you. Your requirements are listed on the PEOSH website according to your facility. You will also receive an email with links for LMS User training and FAQ sheets about the LMS.

Protecting Children from Abuse Live Webinar: Frequency: Upon Hire: Located on our LMS. Check the calendar for title and registration dates.

Protecting Children from Abuse Refresher Video: Frequency: Upon Hire and once every two years.

Information Technology Policies

- [Policy and Procedure Manual – Cumberland County Intranet](#)
 - Computer Hardware and Support Policy (4.24)
 - Password and Remote Access Policy (4.25)
 - Mobile Device Management Policy (4.27)
 - Data Security and Personally Identifiable Information Policy (4.29)

Knowbe4 Cybersecurity Training

- Enrolled Upon Hire
- Frequency: Once a year

Required Training

Orientation PowerPoint for benefits, introduction, and customer service and wellness

- Location: <http://intranet.co.cumberland.nj.us/>
- Frequency: Upon Hire and Rehire
- Hover over home page, hover on Personnel, scroll down and click on New Hire Orientation
- Anti-Bullying Video, provided during Orientation.

Run, Hide, Fight video

- **Active Shooter: Surviving an Attack: Frequency: Video Refresher Assigned Upon Hire and once every two years (Bis Trainer-NJCE Learning Management System)**

Leadership Series

- Location: Contact Dr. Hickman, cindyhi@cumberlandcountynj.gov
- Frequency: Contact Dr. Hickman if you are in a new Leadership Position

Bullying Video

- **Bullying and Other Disruptive Behavior for Employees or Managers/Supervisors Video Refresher (Bis Trainer) Assigned upon hire and once every two years.**

Departmental On-the-Job Training

- Location: Speak to your supervisor
- Frequency: Speak to your supervisor

Personnel Action Policies

- [Policy and Procedure Manual – Cumberland County Intranet](#)
 - Social Media Policy (3.14)
 - County Acceptable Use Policy (4.23)

Office of Training and Development

8.24.23