Mandatory Training for All County Employees

Montgomery County is committed to providing a workplace that promotes fairness, equity and safety for all employees. We also have a responsibility to comply with federal, state and County laws. To ensure managers and employees are in compliance with federal, state and County laws, we provide mandatory training for all employees. It is the responsibility of employees and their managers to ensure that all mandatory training is completed within the specified timeframe and/or is completed on a continuing basis, as required.

If you have questions about mandatory training, visit www.montgomerycountymd.gov/hr/careerdevelopment/mandatorytraining.html or contact OLM.Admin@montgomerycountymd.gov or 240-777-5116.

Mandatory Training for All County Employees

Preventing Workplace Harassment (formerly Preventing Sexual Harassment)
Audience: All County employees, contractors, interns, and volunteers.
Timeframe: This course must be completed within the first three months of employment.
Refresher: Every three years.
Enroll: Online enrollment available via Oracle Learning Management (OLM) – Employees/Contractors | Community Partners

Advancing Racial Equity: The Role of Government
Audience: All County employees including contractors and volunteers.
Timeframe: This course must be completed Every Fiscal Year.
Refresher: N/A.
Enroll: Online enrollment available via Oracle Learning Management (OLM) – Employees/Contractors | Community Partners

The Groundwater Approach: A Practical Understanding of Structural Racism
Audience: All County employees including contractors and volunteers.
Timeframe: This course must be completed Every Fiscal Year.
Refresher: N/A.
Enroll: Online enrollment available via Oracle Learning Management (OLM) – Employees/Contractors | Community Partners

Information Security Awareness Training Program (ISATP)
Audience: All Employees including managers and supervisors, contractors, interns, volunteers, and business partners.
Timeframe: Trainees are automatically enrolled through Oracle Learning Management (OLM) on the first of each month and must complete the electronic learning training modules by the 15th of each month. New hires after the first are not automatically enrolled in the class that is already in progress. However, if they choose to, they can self-enroll in Employee Self-Service (ESS), keyword search: Security Awareness. Reminder email will be sent on the 15th of each month to all who have not completed the training as of the 15th.
Refresher: Monthly
Enroll: Access the training via Employee Self-Service (ESS), search for *Information Security Awareness* – Managers/Supervisors

Mandatory Training for Specific County Employees

Americans with Disabilities Act (ADA) Title II: Local Government 2016 CBT Class
Audience: Employees, contractors, interns, and volunteers who interact with the public and have been identified by their department.
Timeframe: This course must be completed within the first three months of employment.
Refresher: None required.
Enroll: Online enrollment available via Oracle Learning Management (OLM) – Employees/Contractors

Contract Administration Learning Path (6 Courses Total)
Audience: Contract Administrators and those who manage contracts for the County and have not completed the County's previous multi-day Contract Administration Program series.
Timeframe: Contract Administrators must begin courses the first year of employment. All six courses must be completed within five years.
Refresher: None required.
Enroll: Online enrollment available via Oracle Learning Management (OLM) – Employees/Contractors

Ethics Training for Public Financial Disclosure Filers
Audience: Executive branch personnel who are required to file a Public Financial Disclosure Statement.
Timeframe: Once every three years. Persons required to take training will be individually notified by the Ethics Commission. New executive branch public financial disclosure filers (whether hired into or transferred into a filing position) must complete the training within six months of becoming a public filer.
Refresher: Every three years.
Enroll: Online enrollment available via Oracle Learning Management (OLM) – Managers/Supervisors

Interviewing and Selecting Employees

Audience: Members of interview panels and hiring managers.
Timeframe: This course must be completed prior to participating on a rating or interview panel, or acting as a hiring manager.
Refresher: None required.
Enroll: Online enrollment available via Oracle Learning Management (OLM) – Employees

Limited English Proficiency

Audience: Frontline employees, contractors, interns, and volunteers.
Timeframe: This course must be completed within the first year of employment.
Refresher: Some departments may require a refresher for specific positions.
Enroll: Online enrollment available via Oracle Learning Management (OLM) – Employees/Contractors
Note: Health and Human Services (HHS) staff are required to take the HHS LEP Implementation Plan Training instead of this training.

Telework Fundaments for Employees Modules 1 & 2

Audience: All Employees who are eligible for telework and their supervisors
Timeframe: This course must be completed within 30 days of an employee submitting their initial Telework Application.
Refresher: None required.
Enroll: Online enrollment available via Oracle Learning Management (OLM) –Employees