



Mandatory Training for All Employees

Montgomery County Government (MCG) is committed to providing a workplace that promotes fairness, equity, and safety for all employees. MCG is also responsible for complying with federal, state, and county laws. To ensure managers, supervisors, and employees comply with these laws, mandatory training is provided for all employees. Employees and their managers/supervisors must ensure that all mandatory training is completed within the specified timeframe and/or is completed on a continuing basis, as required.

► Enrollment instructions: [Enroll in a Class](#)

Mandatory Training for All MCG Employees

Advancing Racial Equity: The Role of Government

Audience: All employees

Timeframe: Must be completed within the first year of employment.

Refresher: **Every other fiscal year**

Important: For further details regarding Racial Equity requirements, review the [RESJ Training section](#).

EEO Awareness: Understanding Rights & Responsibilities for Employees (formerly “Preventing Workplace Harassment”)

Audience: All employees, excluding managers/supervisors (who must take the course designated for supervisors).

Timeframe: Must be completed within the first three months of employment.

Refresher: **Every three years**

Information Security Awareness Training Program (ISATP)

Audience: All employees, including managers, 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. After the first of the month, newly hired employees are not automatically enrolled in the class already in progress. However, if they choose to, they can self-enroll. Reminder emails are sent on the 15th of each month to all who have not completed the training as of the 15th.

Refresher: **Monthly**

Understanding Structural Racism in Montgomery County

Audience: All employees

Timeframe: Must be completed within the first year of employment.

Refresher: **Every other fiscal year**

Important: For further details, review the [RESJ Training section](#).

RESJ Training – Additional Information

- **8 hours of RESJ training are required each fiscal year.**
- The two current mandatory classes are: Advancing Racial Equity: The Role of Government and Understanding Structural Racism in Montgomery County, both of which need to be taken every other fiscal year.
- Advancing Racial Equity: The Role of Government gives you 4 hours of RESJ training and is a prerequisite for Understanding Structural Racism in Montgomery County.
- Understanding Structural Racism in Montgomery County gives you credit for 4 hours of RESJ training.
- Additional training is available that counts toward the mandatory 8 hours of annual RESJ training. A complete list of RESJ training options and more details can be found on the [RESJ Training webpage](#). Courses that count toward RESJ hours are also listed in the monthly training calendars distributed by OHR.

Mandatory Training for Specific MCG Employees

Americans with Disabilities Act (ADA) Title II

Audience: Employees who interact with the public and have been identified by their department.

Timeframe: Must be completed within the first three months of employment.

Refresher: None required

Contact Administration Learning Path (5 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 in the first year of employment; all five courses must be completed within five years.

Refresher: None required

Ethics Training for Public Financial Disclosure Filers

Audience: Executive branch personnel who are required to file a Public Financial Disclosure Statement.

Timeframe: The Ethics Commission will individually notify people required to take training. 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**

Interviewing and Selecting Employees

Audience: Members of interview panels and hiring managers.

Timeframe: Must be completed before participating in a rating or interview panel or acting as a hiring manager.

Refresher: None required

Limited English Proficiency

Audience: Frontline employees

Timeframe: Must be completed within the first year of employment.

Refresher: **Some departments may require a refresher for specific positions.**

Important: Health and Human Services (HHS) staff are required to take the HHS LEP Implementation Plan Training instead of this training.

Telework Fundamentals for Employees Modules 1 & 2

Audience: All employees who are eligible for telework and their supervisors

Timeframe: Must be completed within 30 days of an employee submitting their initial Telework Application.

Refresher: None required

Questions

- Visit www.montgomerycountymd.gov/hr/careerdevelopment/mandatorytraining.html
- Email OLM.Admin@montgomerycountymd.gov
- Call 240-777-5116