



Mandatory Training for County Managers and Supervisors

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. It is the responsibility of managers and supervisors to 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 Managers and Supervisors

Advancing Racial Equity: The Role of Government

Audience: All employees, including managers and supervisors

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](#).

Americans with Disabilities Act (ADA) as Amended: Employment Law

Audience: Managers and supervisors

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

Refresher: None required

EEO Awareness: Understanding Rights & Responsibilities for Supervisors (formerly "EEO/Diversity Management")

Audience: Managers and supervisors

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

Refresher: **Every three years**

Ensuring Accountability in Timekeeping: Managers and Supervisors

Audience: Managers and supervisors

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

Refresher: **Every three years**

FMLA Overview for Management

Audience: Managers and supervisors

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

Refresher: **Every three years**

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. 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**

Introduction to Managing in a Union Setting (formerly Basic Labor/Employee Relations for Supervisors)

Audience: Managers and supervisors

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

Refresher: None required

Leave Without Pay (LWOP) for Supervisors

Audience: Managers and supervisors

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

Refresher: **Every three years**

Overview of Contract Administration

Audience: Management Leadership Service (MLS) who have not previously completed the County's previous multi-day Contract Administration Program series.

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

Refresher: None required

Planning for Excellence: Performance Management Basics

Audience: Managers and supervisors

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

Refresher: None required

Progressive Discipline

Audience: Managers and supervisors

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

Refresher: **Every three years**

Understanding Structural Racism in Montgomery County

Audience: All employees, including managers and supervisors

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](#).

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 Managers and Supervisors

Americans with Disabilities Act (ADA) Title II: Local Government 2016 CBT Class

Audience: Employees, supervisors, and managers 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

Drug-Free Workplace for Non-DOT Supervisors

Audience: Managers and supervisors of non-DOT employees

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

Refresher: Every three years

Important: Managers and supervisors of Commercial Driver's License (CDL) holders, please see "Substance Abuse CDL: DOT Supervisor class."

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 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

Substance Abuse CDL: DOT Supervisor

Audience: Managers and supervisors of Commercial Driver's License (CDL) holders

Timeframe: Must be completed within 6 months of employment or promotion.

Refresher: Every three years

Important: Managers and supervisors of non-DOT employees, please see "Drug-Free Workplace for Non-DOT Supervisors."

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 Telework Application.

Refresher: None required

Telework Fundamentals for Supervisors and Managers Modules 1 & 2

Audience: Supervisors with employees who are eligible for telework

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

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