# Memo

Salem County
Human Resources

To: Department Heads and Supervisory Staff

From: Robin B. Weinstein

Date: November 30, 2007

Re: Required Annual Training

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To conform to PEOSHA standards, to comply with our Freeholder's directives and to educate our County employees, the Human Resources department is offering a new monthly workshop. This program will discuss:

1. The Right-To-Know Act as provided for by the New Jersey Public Employees Occupational Safety and Health Act.
2. The County's policies and HR training surrounding Harassment, Ethics and Diversity in the workplace.

**The Administrative Office requires EVERY employee of the County to attend one of the scheduled workshops.**

Workshops will be held every first Wednesday of each month beginning with January 9, 2008 (the only exception). The class will begin promptly at 8:30 am and will end at 12 noon. All sessions are conducted at the Office of Emergency Services in the Main Meeting room.

To offer you the greatest flexibility possible in scheduling your employees, we are requesting you complete the following Request for Training form and submit it to Barbara Duffy by December 20, 2008. If we do not received your Request for Training form by the 20th we will be glad to schedule your employees for the workshop. Attendance is on a first come, first seated basis.

Please be sure to inform your employee of their required attendance and be sure they attend their scheduled workshop.

Please contact Barbara Duffy x8551 with any questions you may have.

# *Request for Training*

## Right to Know and HR Workshop

### Office of Emergency Management Building

The Administrative Office requires EVERY employee of the County to attend one of the scheduled workshops. Please select one of the following Wednesday dates for each employee in your department. You may select multiple dates to accommodate your department.

| | | |
|---|---|---|
| January 9 | May 7 | September 3 |
| February 6 | June 4 | October 1 |
| March 5 | July 2 | November 5 |
| April 2 | August 6 | December 3 |

| Department | Employee Name | Date |
|---|---|---|
| *ALL CLASSES WILL BEGIN PROMPLTY AT 8:30 AM* | | |
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**Please retain a copy for your records.**