

146 – TRAINING REQUIREMENTS

A. Sexual Harassment and Discrimination

1. Annually, all employees must participate in educational and preventative training on Court System policies prohibiting sexual harassment and discrimination.
2. The training will be appropriate to the position and designed to minimize both the time required of each employee and impact on office operation. Unless required by a supervisor to address a particular training need, the time required will be no more than four hours every two years.

B. Information Technology Security Awareness

To protect information technology infrastructure, the Court System requires employees and non-court personnel with access to the court's technology infrastructure to complete:

1. The State ITD Information Security Awareness Training on the first day of employment or non-employee access; and
2. The State ITD Information Security Awareness Training (Refresher) annually.

C. Employees not participating in required training will be subject to corrective action under Policy 141.

Approved by the Supreme Court 7/2/15; amended 9/21/16 effective 10/1/16; amended 9/24/20