



**RESOLUTION NO. 2024-21**

**Revising the Roosevelt County Mandatory Training Program Policy**

**WHEREAS**, our employees are our most valuable asset and education is our most effective method of training them; and,

**WHEREAS**, the intent of this Policy is to protect the County's human capital and financial resources from accidental and intentional loss through standardization.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF ROOSEVELT COUNTY THAT** the revised Roosevelt County Mandatory Training Program Policy is hereby approved, and Resolution No. 2022-05 is repealed and replaced.

**PASSED, APPROVED, AND ADOPTED** this 11th of June, 2024 by the Roosevelt County Board of Commissioners in an open meeting in Portales, New Mexico.

**BODY OF COUNTY COMMISSIONERS  
ROOSEVELT COUNTY, NEW MEXICO**

ATTEST:

*Tina Dixon*

Tina Dixon, Chairman – District IV

Voted:  Yes  No  Abstained

*Roy Lee Criswell*

Roy Lee Criswell, Vice Chair – District III

Voted:  Yes  No  Abstained

*Dennis Lopez*

Dennis Lopez – District I

Voted:  Yes  No  Abstained

*Rodney Savage*

Rodney Savage – District II

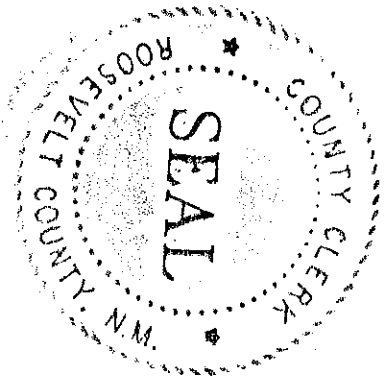
Voted:  Yes  No  Abstained

*Paul Grider*

Paul Grider – District V

Voted:  Yes  No  Abstained

*Mandi Park*  
Mandi Park, County Clerk



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Mandi M. Park, Roosevelt Co. Clerk, Roosevelt, NM

## Roosevelt County Mandatory Training Policy

Roosevelt County is committed to ensure the highest level of service to our residents and minimizing risk to our staff or our County. The purpose of this policy is to protect the County's human capital and financial resources by guiding staff to mandatory training.

### 1. Definition of Mandatory Training

For the purposes of this policy, mandatory training is any statutory, regulatory or compulsory training Roosevelt County requires for employees to:

- A. Comply with laws and regulations
- B. Carry out duties safely and efficiently
- C. Reduce or address risk
- D. Maintain competence to standards expected of local government public servants.

### 2. Training Requirements

- A. All employees are required to participate in mandatory training each calendar year. Training is a Roosevelt County requirement and considered a minimum job expectation of all employees.
- B. Training is intended to provide employees with the information necessary to be aware of compliance and fraud issues as well as to help instill practices that ensure compliance with relevant laws, regulations and County policy.
- C. Other training may be deemed essential for specific roles within the County or for specific staff as designated by the department head. It is the responsibility of the department head/elected official to notify all staff of required training for that office.
- D. Other training may be deemed essential following changes or developments in service delivery, audit review, safety or risk incidents, complaints or when a particular need is identified.
- E. The roster of required classes appears in Appendix A. Appendix A may be revised or updated by the County Manager as needed.

### 3. Supervisor Responsibility

It is the responsibility of all department heads/elected officials to:

- A. Ensure their staff is aware of the need to comply with mandatory training;
- B. Monitor mandatory training compliance for all staff and ensure documentation is sent to the personnel file;
- C. Plan the attendance of their staff at relevant mandatory training and give time to attend.
- D. Follow up with staff who have failed to attend mandatory training, investigate why and ensure training is arranged as soon as possible.



#### **4. Employee Responsibility**

It is the responsibility of all employees to:

- A. Ensure mandatory training requirements are met.
- B. Identify when training is required and agree a date for this with their manager or supervisor.
- C. Give priority to mandatory training and make every effort to attend training sessions arranged for this purpose.
- D. Alert their department head/elected official and the provider of the training (this in most cases will be HR) if they are unable to attend.
- E. Sign the attendance record for the session/program.
- F. Apply the learning to their area of work/role.

#### **5. Subject Matter Experts (SME)**

Subject Matter Experts (SME) are expected to keep up to date with changes in legislation, national directives and requirements within their own area of responsibility to ensure that the training implications are identified and appropriate training organized, provided and documented. It is the responsibility of the Subject Matter Expert (SME) to:

- A. Plan, deliver, evaluate and continually improve training sessions/programs.
- B. Maintain their expertise in their subject area.
- C. Ensure that participants record their attendance at sessions/programs using a sign-in sheet and is documented to the employee's personnel file.
- D. Contribute to the evaluation, review and development of mandatory training as required.

#### **6. Recording, Reporting & Monitoring Mandatory Training**

- A. Accurate recording of mandatory training records is essential as it provides the evidence of compliance required by internal and external assessing bodies. All department heads/elected officials must maintain a record of mandatory staff training/learning event attendance. Further, completion of a training module should be included with an employee's personnel record.
- B. All staff attending mandatory training events must record their attendance or participation in the applicable system. For some this may be signing an attendance record or simply logging into a training system.
- C. When a participant fails to attend a mandatory training event the supervisor must reschedule mandatory training as soon as is practically possible. It is recognized that there are occasions when staff may not be able to attend all or some of the mandatory training due to illness, disability or unavoidable domestic or other commitments. In these instances, the department head/elected official in consultation with Human Resources, must make alternative arrangements to ensure that these staff members are able to complete the mandatory training requirements for their position.
- D. New employees hired after September 30<sup>th</sup> of the calendar year will be required to complete an abbreviated list of required trainings during that calendar year, and will proceed to the full schedule in the next complete calendar year.



**Appendix A**

*Those employed at the time of this policy's adoption will have one year to comply with mandatory training requirements unless otherwise noted in the Comments Section.*

Course Name	Course Entity	Frequency	Requirement	Comments
Sexual Harassment in the Workplace	NMC.LocalGovU.com	At hire and annually	All Employees	
Sexual Harassment Training for Managers	NMC.LocalGovU.com	At hire and annually	Supervisors, Department Heads or Elected Officials	
A Welcoming Culture	NMC.LocalGovU.com	At hire and every three years	All employees	
Handling Difficult Customers for Local Government	NMC.LocalGovU.com	At hire and every five years	All employees	
Stress and Your Health	NMC.LocalGovU.com	One time	All Employees	
Rap Training	In House RAP	Weekly	All Employees	Roosevelt County's ongoing safety program
Bullying in the Workplace	NMC.LocalGovU.com	At hire and every three years	All Employees	
Ethical Behavior in Local Government	Coordinated by HR Office or NMC.LocalGovU.com	At hire and annually	All Employees	
Diversity in the Workplace	NMC.LocalGovU.com	At hire and every two years	All Employees	
Dealing with Heat Stress	NMC.LocalGovU.com	At hire and annually	Maintenance and Road	
Bloodborne Pathogens for Public Entities	NMC.LocalGovU.com	Annually	All Employees	
PASS Method - Fire Extinguishers	NMC.LocalGovU.com	At hire and every two years	All Employees	
Finance 101	NMC.LocalGovU.com	At hire and at least once	Supervisors/Department Heads or Elected Officials	
FMLA for Supervisors	NMC.LocalGovU.com	At hire and at least once	Supervisors/Department Heads or Elected Officials	
Time Management Skills	NMC.LocalGovU.com	At hire and at least once	Supervisors/Department Heads or Elected Officials	
Preventing slips, trips and falls	NMC.LocalGovU.com	Every three years	All Employees	

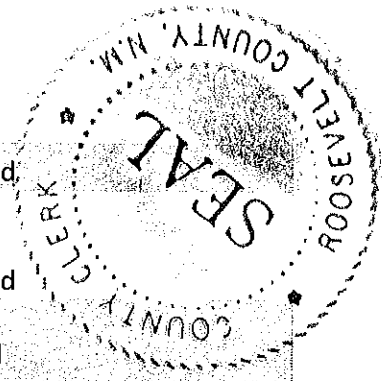
Basic First Aid	NMC.LocalGovU.com	Annually	All Employees
Drug and Alcohol Awareness	NMC.LocalGovU.com	At hire and at every 3 years	Sheriff, Detention and Court Compliance

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Mandi M. Park, Roosevelt Co. Clk., Roosevelt, NM





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Power Tool Safety	NMC.LocalGovU.com	Every 2 years	Maintenance and Road
Personal Protective Equipment	NMC.LocalGovU.com	Every 2 years	Assessor's Office, Maintenance and Road
Officer Wellbeing and Mental Health Awareness	NMC.LocalGovU.com	At hire and every 3 years	Sheriff, Detention and Court Compliance
Electrical and Fire Safety	NMC.LocalGovU.com	Every 2 years	Maintenance and Road
Defensive Driving	Coordinated by HR Office	Every 3 years	All Employees
	Coordinated by HR Office	Every 2 years	Affected Employees
CPR		Every 2 years	Affected Employees
Lock out/Tag out-101	NMC.LocalGovU.com	Annually	Maintenance and Road
Liability & Tort Claims	Coordinated by HR Office	At hire	All Employees
Tips to Preventing Illness	Coordinated by HR Office	At hire	All Employees
County Vehicle Policy	Coordinated by HR Office	At hire	All Employees
Emergency Action Plan	Coordinated by HR Office	At hire	All Employees
			Review plan annually
Fire Prevention	Coordinated by HR Office	At hire	All Employees
Company Nurse	Coordinated by HR Office	At hire	All Employees
Accident & Illness Reporting	Coordinated by HR Office	At hire	All Employees
Discrimination	Coordinated by HR Office	At hire & annually	All Employees
Hazard Communication Program	Coordinated by HR Office	At hire	All Employees
Fall Protection & Ladder Safety	NMC.LocalGovU.com	At hire & every three years	Maintenance and Road
Preventing Slips, Trips and Falls	NMC.LocalGovU.com	At hire and every three years	All Employees
Who to contact	Coordinated by HR Office	At hire	All Employees
Protection from Ransomware & Phishing Attacks	NMC.LocalGovU.com	At hire and annually	All Employees
Cybersecurity Threats to Public Entities	NMC.LocalGovU.com	At hire and annually	All Employees
Workplace Ergonomics	NMC.LocalGovU.com	At hire	All Employees