

UNIVERSITY of NORTH GEORGIA™

MANDATORY ONLINE TRAINING

1. FERPA

University of North Georgia receives funding from programs administered by the U.S. Secretary of Education, and therefore must comply with the Federal Educational Rights and Privacy Act (FERPA). UNG employees are legally responsible for protecting the confidentiality of our students' education records. In response to our role as "custodian" of students' records, **all UNG employees must review a FERPA tutorial, answer the quiz questions, and submit the confidentiality agreement as a requirement of their employment at UNG.**

Here are the steps to access the FERPA tutorial:

1. Go to <https://my.ung.edu/departments/registrar>
 2. You will be prompted to input your UNG network username & password
 3. On the left of the page click on FERPA Tutorial
 3. Read through the tutorial and answer the questions at the end. (The quiz is self-correcting. You will be given an opportunity to choose another answer if you answer incorrectly.)
 4. At completion of the tutorial, the confidentiality agreement will automatically be sent to the Registrar's Office
- Please contact Human Resources if you require an accommodation to complete this training.**
If you have further questions about FERPA, contact the Registrar's office at 706-864-1760 (Dahlonega Campus), 678-717-3644 (All other campuses) or regoff@ung.edu.

2. Right to Know Program-Global Harmonized System

New federal regulations require that all employees be trained on the new Hazard Communication Standard (HCS) label elements and new Safety Data Sheets. As an employee of the State of Georgia, you have the right to know about hazardous chemicals in the workplace. This right is guaranteed under Georgia's "Public Employee Hazardous Chemical Protection and Right to Know Act of 1988" (O.C.G.A. 45-22-2).

Along with your right to know, recent federal regulations now provide you the "right to understand" with an updated Hazard Communication Standard (HCS). This new standard makes it easier for you to understand labels on hazardous chemicals and information in safety data sheets.

As required by this law, University of North Georgia has developed a policy and plan to assure that all employees receive training and information about hazardous chemicals present in their work area. A copy of this plan is available through the Human Resource Department or by contacting the University's Right to Know Coordinator at 678-717-3629.

A requirement of the university's plan is that employees receive training. This course, which now includes significant changes to chemical hazard communication, is required to be completed annually by all employees and will take about 30 minutes to complete.

- New employees must complete training within three days of starting work and current employees must complete training annually during open enrollment. Every UNG employee must receive basic training, which provides general information about the Right to Know Act and its provisions. The University offers this basic training by having new employees take the online training at the University System of Georgia website at <http://www.usg.edu/facilities/rtk-ghs> - notice of completion will automatically be sent to the Right to Know Coordinator. When you arrive at the training site click the 'Next' link on the top right hand side to start the training.

Additional - Specific Training

- All UNG employees who handle hazardous waste or infectious material must receive additional-specific training each year. These additional trainings provide the employee with information on the safe use and storage of hazardous wastes and infectious material. Verification of additional-specific training must be maintained for a minimum of three years. These additional trainings can be found at www.usg.edu/facilities/resources/training.

3. Ethics Training

The University of North Georgia is committed to the highest ethical and professional standards of conduct in pursuit of its mission to create a more educated Georgia.

In order to ensure that all employees of the University System of Georgia (USG) are cognizant of and adhering to their obligations with respect to the USG Ethics Policy, to ensure compliance with state and federal laws, and to ensure appropriate hiring standards are met, certain criteria for employment have been designated by the Board of Regents. These conditions of employment include successful completion of a background investigation, completion of the State Security Questionnaire, state of Georgia Loyalty Oath, successful completion of initial and ongoing training and certification as required by Board Policy on **Ethics Training** and certification, federal and state withholding tax forms and applicable retirement forms.

In accordance with these USG Guidelines, **each new employee of the University of North Georgia is required to complete the USG Ethics Training and Certification within 90 days of their initial day of employment as a condition of their employment.** This training course is an on-line course available through the eLearning (D2L) system. Because access to the training on the eLearning (D2L) System requires the use of your university username and password, it is your responsibility to ensure that you receive both of these within the first two weeks of employment. Your supervisor can assist you with this. Approximately three weeks from your employment start date, you will be notified by e-mail that the course is ready for your completion. Should you have any questions concerning this requirement, contact the Training/Development Specialist at 706-864-1440.