

INTERNAL

C O M M U N I C A T I O N F O R M

DEPARTMENT OF HUMAN SERVICES

Suspense:Subject: DHRD Safety Branch Training Schedule:
January – June 2016Originator: W. Ikemori
6-4971

To: SO/DAs

From: PERS

Date: 11/18/15 Memo No. 1

The Department of Human Resources Development (DHRD) **Safety Branch** has announced its **January to June 2016** Training Schedule.

FOR: All DHS employees as applicable (see below):

-All employees and supervisors are required to attend the Workplace Violence Program (WVP).

-Bargaining Unit 1 (BU1) Non CDL (Commercial Drivers License) employees who have not attended the BU1 Non-CDL Drug and Alcohol Testing Orientation Program (DATU1) are required to attend.

-Supervisors of BU1 Non CDL employees are required to attend the four-hour BU1 Non CDL Drug and Alcohol Testing for Supervisors (DATU1S) once every four (4) years.

-Supervisors of HGEA, CDL and BU10 employees are required to attend the three (3) hour combined Drug and Alcohol Testing Program (CDAT) once every five (5) years.

SCHEDULE: Refer to attached schedule for class dates, time, and location. This schedule is available on the Department of Human Services Website.

REGISTRATION: Registration procedures are as follows:

1. Submit a prioritized list of employees on the attached DHS 104 Form no later than **15 working days** prior to the scheduled class. Include each employee's identification number on the designated line and submit via **proper division authorization protocols to PERS-TS**.
2. Enrollment will be confirmed on a **first-come, first-served basis**. Division Training Coordinators will be notified of approvals.
3. If an employee has been approved and cannot attend, be sure to notify PERS-TS. Cancellations may be made up to **five (5) working days** prior to the start of class.
4. Any changes (substitutions or cancellations) made for classes DHRD conducts, requires a written notification (reason for change) prior to the start of the class.
5. Employees not listed on the attendance sheet are **required** to report back to their respective offices.

COST: None.

ACCOMMODATIONS/PARKING: Please note that the participant's DHS Division is responsible for additional costs, if any, related to reasonable accommodations under the Americans with Disabilities Act as amended. Persons who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking), must send requests to PERS-TS at least **5 working days** prior to the event. Although each DHS office will try to fill your request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need. Persons who have special needs (e.g. sign language interpreter, large print materials) or questions regarding registration procedures, please call Pauline Chun at 586-4970/586-4959(TTY).



PERS

c: DIR

**Department of Human Resources Development
Safety Training Schedule 1/1/16 – 6/30/16 by Training Program**

Workplace Violence Training Program (WVP)

Date	Island	Session #	Time	Location
1/12/16	Oahu	0116 0117	9:00 – 11:00 am 1:00 – 3:00 pm	State Office Tower 235 S. Beretania St., Rm 204
2/02/16	Maui	0118	12:30 – 2:30 pm	UPW Conference Room 841 Kolu Street, Wailuku
3/03/16	Hilo	0119	12:30 – 2:30 pm	UPW Conference Room 362 E. Lanikaula Street
3/22/16	Oahu	0120 0121	9:00 – 11:00 am 1:00 – 3:00 pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd
4/19/16	Kauai	0122	9:00 – 11:00 am	UPW Conference Room 4211 Rice St., Lihue
6/16/16	Oahu	0123 0124	9:00 – 11:00 am 1:00 – 3:00 pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

**Drug and Alcohol Testing Program for Supervisors (CDAT)
(CDL, HGEA, BU10)**

Date	Island	Session #	Time	Location
1/26/16	Oahu	0097 0098	8:30 – 11:30 am 1:00 – 4:00 pm	State Office Tower 235 S. Beretania St., Rm 204
2/02/16	Maui	0099	8:30 – 11:30 am	UPW Conference Room 841 Kolu Street, Wailuku
3/03/16	Hilo	0100	8:30 – 11:30 am	UPW Conference Room 362 E. Lanikaula Street
3/10/16	Oahu	0101 0102	8:30 – 11:30 am 1:00 – 4:00 pm	State Office Tower 235 S. Beretania St., Rm 204

continued

**Drug and Alcohol Testing Program for Supervisors (CDAT)
(CDL, HGEA, BU10)**

continued

Date	Island	Session #	Time	Location
4/20/16	Kauai	0103	12:30 – 3:30 pm	UPW Conference Room 4211 Rice St., Lihue
5/03/16	Oahu	0104	8:30 – 11:30 am	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

BU1 Non CDL Drug and Alcohol Testing Program for Employees (DATU1)

Date	Island	Session #	Time	Location
2/23/16	Oahu	0119 0120	9:00 – 11:00 am 1:00 – 3:00 pm	State Office Tower 235 S. Beretania St., Rm 204
4/20/16	Kauai	0121	9:00 – 11:00 am	UPW Conference Room 4211 Rice St., Lihue
5/03/16	Oahu	0122	12:30 – 2:30 pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd

BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)

Date	Island	Session #	Time	Location
2/11/16	Oahu	0075	8:30 – 12:30pm	State Office Tower 235 S. Beretania St., Rm 204
4/12/16	Oahu	0076	8:30 – 12:30pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd
4/19/16	Kauai	0077	12:30 – 4:30pm	UPW Conference Room 4211 Rice St., Lihue
5/19/16	Oahu	0078	8:30 – 12:30pm	Aloha Stadium, Hospitality Rm 99-500 Salt Lake Blvd