

INTERNAL

COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Suspense:

Subject: DHRD Safety Branch Training Schedule: January – June 2017

Originator: W. Ikemori /PERS-TS
x- 64971

To: SOs/DAs/EDIRs

From: PERS

Date: 12/05/16

Memo No. 1

The Department of Human Resources Development (DHRD), Safety Branch, has announced its January to June 2017 Training Schedule.

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

- Employees and supervisors should attend the Workplace Violence Program (WVP).
- Bargaining Unit 1 (BU 1) Non-CDL (Commercial Driver's License) employees who have not attended the BU 1 Non-CDL Drug and Alcohol Testing Orientation Program (DATU1) are required to attend.
- Supervisors of BU 1 Non-CDL employees are required to attend the four-hour BU 1 Non-CDL Drug and Alcohol Testing for Supervisors (DATU1S) once every four years to administer the reasonable suspicion program.
- Supervisors of HGEA, CDL and BU 10 employees are required to attend the three-hour combined Drug and Alcohol Testing Program (CDAT) once every five years to administer the reasonable suspicion program.
- DHRD has also announced a variety of short, on-demand safety presentations available through their on-line training catalog. Interested employees with an employee identification number may register to view these short presentations

SCHEDULE: Refer to attached schedule for class dates, time, and location.

REGISTRATION: Registration for instructor-led classes 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
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 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.

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 Amendments Act. 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 five 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 1/1/17 – 6/30/17 by Training Program

Workplace Violence Training Program (WVP)

Date	Island	Session #	Time	Location
1/10/17	Oahu	0140 0141	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
2/23/17	Kona	0142	12:30 – 2:30pm	Kona Airport Conference Room
3/07/17	Hilo	0143	12:30 – 2:30pm	UPW Hilo, 362 E. Lanikaula St.
4/11/17	Kauai	0144	12:30 – 2:30pm	UPW Lihue, 4211 Rice St.
4/20/17	Oahu	0145 0146	9:00 – 11:00am 12:30 – 2:30pm	Aloha Stadium, Hospitality Room
5/09/17	Maui	0147	12:30 – 2:30pm	UPW Maui, 841 Kolu St.

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

Date	Island	Session #	Time	Location
1/26/17	Oahu	0118	8:30 – 11:30am	State Office Tower, Room 204 235 S. Beretania Street
2/23/17	Kona	0119	8:00 – 11:00am	Kona Airport Conference Room
3/07/17	Hilo	0120	8:00 – 11:00am	UPW Hilo, 362 E. Lanikaula St.
4/11/17	Kauai	0121	8:00 – 11:00am	UPW Lihue, 4211 Rice St.
5/09/17	Maui	0122	8:00 – 11:00am	UPW Maui, 841 Kolu St.
5/23/17	Oahu	0123	8:30 – 11:30am	Aloha Stadium, Hospitality Room

BU1 Non CDL Drug and Alcohol Testing Program (DATU1)

Date	Island	Session #	Time	Location
3/21/17	Oahu	0130	9:00 – 11:00am	State Office Tower, Room 204 235 S. Beretania Street

BU-1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)

Date	Island	Session #	Time	Location
2/07/17	Oahu	0088	8:00 – 12:00pm	State Office Tower, Room 204 235 S. Beretania Street
2/23/17	Kona	0089	8:00 – 12:00pm	Kona Airport Conference Room
6/22/17	Oahu	0090	8:00 – 12:00pm	Aloha Stadium, Hospitality Room