



## Tarrant County Human Resources Employee Compliance Training (ECT) Policy Guidelines

Effective October 2022, Tarrant County Human Resources will launch the Employee Compliance Training (ECT) program in accordance with the established policy guidelines. The following guidelines are designed to promote a safe and healthy workplace culture.

### BACKGROUND

On December 14, 2021, Tarrant County Commissioners Court through Court Order # 137013, approved the adoption of the Employee Compliance Training (ECT) Program requiring employees to complete an annual series of online training to ensure the awareness of workplace rules and the expectation for compliance. All Elected Officials, regular full-time and temporary employees will be assigned training based on job-role.

Human Resources has purchased compliance course content and coordinated with the Criminal District Attorney's Office and Information Technology regarding the vetting, governance, and deployment of this training.

### POLICY GUIDELINES

The ECT training requirement applies to all existing employees and new hires. Training for existing employees will deploy annually in October. New hires will be required to complete compliance training as part of the onboarding process, with courses being deployed the month following their official hire date. Employees on leave will be assigned compliance courses the first month after the leave has ended.

#### Compliance Courses

Compliance course content will be reviewed and approved by Human Resources annually and updated to reflect new statutory/regulatory requirements and organizational needs. Courses may be subject to change, however, core content will align with current employment law. Required courses may vary from year to year. Other related coursework may supplement employee learning, but, may not substitute for or be held in lieu of the required County-wide online training. Current employee and supervisory compliance libraries include the following:

#### Employee Compliance Library– 5 Courses

Compliance Training for Employees	Minutes
1. Harassment Prevention for Employees -State & Local Government	31 Minutes
2. Active Shooter 2.0	16 Minutes
3. Promoting Respect in the Workplace for Employees	16 Minutes
4. Overcoming Your Own Unconscious Biases	22 Minutes
5. Workplace Security	21 Minutes

#### Supervisor Compliance Library– 10 Courses

Compliance Training for Supervisors	Minutes
1. Harassment Prevention for Managers -State & Local Government	53 Minutes
2. COMPLIANCE SHORT: Preventing Harassment and Promoting Respect	6 Minutes
3. Active Shooter 2.0	16 Minutes
4. Promoting Respect in the Workplace for Managers	16 Minutes
5. Equal Employment Opportunity EEO & Lawful Hiring	11 Minutes
6. Preventing Bullying & Violence	18 Minutes
7. Overcoming Unconscious Bias in the Workplace	25 Minutes
8. Americans with Disabilities Act: An Overview for Managers	15 Minutes
9. FMLA Leave and More: An Overview of Legally Protected Leave	18 Minutes



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10. Workplace Security

21 Minutes

### Satisfactory Course Completion

Based on the role, existing employees and new hires must successfully complete all assigned training within the designated timeframe. Training deadlines will be based on the date the course is assigned. The following timeframes have been established for supervisors and non-supervisory employees:

- Employee 5-Course Library: 30 days to complete
- Supervisor 10-Course Library: 90 days to complete

As referenced above, non-supervisory employees will have 30 days to complete five (5) online courses. Supervisors will have 90 days from the date of assignment to complete ten (10) online compliance courses. New employees who have recently onboarded (within the last 90 days) and successfully completed the compliance courses, will not be required to retrain until the following year, unless required courses have been added or changed in the compliance library. (Ex. For an individual hired on August 15, 2023, employee would be required to retrain in October 2024.)

For successful completion, employees must view each course, take all applicable quizzes/post-tests, and receive a passing score of 80 or above. Courses are self-paced so employees may repeat courses, review material, and retake quizzes (without penalty) until a satisfactory passing score of 80 is achieved. Courses may only be taken by the employee. The system will record the last course completed.

### Accessing Courses

Training will be automatically assigned to the employee's MY LEARNING page in the Learning Management System (LMS). Courses will be launched directly from the My Learning page.

County sponsored training is a compensable work activity and should be completed in accordance with the Fair Labor Standards Act (FLSA). When accessing the LMS for training, employees will be required to read the Training Acknowledge Statement referenced below, establishing guidelines and expectations when exempt and non-exempt employees may complete training.

#### NON-EXEMPT (HOURLY) EMPLOYEES

I understand:

- ☒ All training activities **must** take place during my 40-hour work week.
- ☒ I **am not** authorized to access or attend training (live or online) during **non-work hours**.
- ☒ All time spent in training and development activities (including online training) is considered time worked.

#### EXEMPT (SALARIED) EMPLOYEES

I understand:

- ☒ Online training may be accessed anytime (24/7) through the LMS, unless otherwise indicated by my supervisor.

### Tracking and Reporting



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County departments will be responsible for monitoring progress and ensuring that employees and new hires successfully complete compliance training within the established timeframe. Human Resources will coordinate with Information Technology to provide progress reports to departments. Department Heads and a designee will receive monthly reports for employee completion and past due training. Supervisors may generate training reports for their teams through the LMS. A reference guide will be available.

Human Resources will brief the Commissioners Court annually and provide compliance reports and status updates as needed.

### Non-Compliance

Failure to complete required training will result in the following progressive disciplinary actions for non-compliance:

PROGRESSIVE DISCIPLINE FOR FAILURE TO COMPLETE REQUIRED TRAINING		
Non-Compliance After First 30 Days	Non-Compliance After 60 Days	Non-Compliance After 90 Days
<ul style="list-style-type: none"><li>• Department Head will be notified of non-compliance.</li><li>• Employee will be assigned an additional 30-day extension to complete training and weekly system reminders will continue.</li><li>• If the employee fails to complete training after the 30-day extension, the individual will receive a verbal reprimand for non-compliance and the manager will meet with the employee to counsel and establish a plan for training completion within the 30-days.</li></ul>	<ul style="list-style-type: none"><li>• Department Head will be notified of non-compliance.</li><li>• Employee will receive first level disciplinary action for non-compliance and the manager will meet with the employee to counsel, update the plan to complete training within the next 30 days. Supervisor and employee will continue to receive weekly system reminders.</li><li>• Non-compliance will be reflected on performance appraisal.</li></ul>	<ul style="list-style-type: none"><li>• Department Head will be notified of non-compliance.</li><li>• Employee will receive 2nd level disciplinary action for non-compliance and the manager will meet with the employee to counsel, update the plan to complete training within the next 30 days. Supervisor and employee will continue to receive weekly system reminders.</li><li>• Non-compliance will be reflected on performance appraisal.</li><li>• Continued failure to comply with the requirement to complete compliance training after 90/150 days will result in the manager/supervisor receiving a disciplinary and the employees' loss of computer access. Access will be revoked and granted by Information Security for a set period (typically 72 hours) to complete outstanding compliance training. A certificate of completion must be submitted to Information Security.</li><li>• If not resolved, non-compliance status will be reported to Commissioners Court.</li></ul>