

<b>INTERNAL</b>  <b>COMMUNICATION FORM</b>  <b>DEPARTMENT OF HUMAN SERVICES</b>		<b>Suspense:</b>
<b>Subject: DHRD Safety Branch Training Schedule:</b>  <b>January – June 2012</b>		<b>Originator: W. Ikemori</b> <b>6-4971</b>
<b>To: SO/DAs</b>	<b>From: PERS</b>	<b>Date: 12/06/11</b> <b>Memo No. 1</b>

The Department of Human Resources Development (DHRD) **Safety Branch** has announced its **January to June 2012** Training Schedule.

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

- All employees and supervisors may 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 must 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 must 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**.
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.

**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).

  


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**PERS**

c: DIR

**Department of Human Resources Development**  
**Safety Training Schedule 1/1/12 – 6/30/12 by Training Program**  
**Workplace Violence Training Program (WVP)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
2/14/12	Oahu	0043 0044	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd
4/10/12	Oahu	0045 0046	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Rm 204 235 S. Beretania St
4/24/12	Kauai	0047	9:00 – 11:00am	UPW Conf Rm 4211 Rice St
5/10/12	Oahu	0048 0049	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Rm 204 235 S. Beretania St
6/19/12	Molokai	0050	9:00 – 11:00am	State Office Building, Conf. Rm 45 Makaena PI, Kaunakakai
6/26/12	Oahu	0051 0052	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd

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

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
1/26/12	Oahu	0059	8:30 – 11:30am	State Office Tower, Rm 204 235 S. Beretania St
3/22/12	Oahu	0060	8:30 – 11:30am	State Office Tower, Rm 204 235 S. Beretania St
4/25/12	Kauai	0061	12:30 – 3:30pm	UPW Conf Rm 4211 Rice St
5/8/12	Oahu	0062	8:30 – 11:30am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd
6/20/12	Molokai	0063	12:30 – 3:30pm	State Office Building, Conf. Rm 45 Makaena PI, Kaunakakai

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

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
3/6/12	Oahu	0089	9:00 – 11:00am	State Office Tower, Rm 204 235 S. Beretania St
4/25/12	Kauai	0090	9:00 – 11:00am	UPW Conf Rm 4211 Rice St
6/20/12	Molokai	0091	9:00 – 11:00am	State Office Building, Conf. Rm 45 Makaena Pl, Kaunakakai

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

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
4/24/12	Kauai	0045	12:30 – 4:30pm	UPW Conf Rm 4211 Rice St
5/15/12	Oahu	0046	8:30 – 12:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd
6/19/12	Molokai	0047	12:30 – 4:30pm	State Office Building, Conf. Rm 45 Makaena Pl, Kaunakakai