



TOWN OF GRAY ANNUAL EMPLOYEE TRAINING

www.graymaine.org/human-resources

Rev 9/13/2023

VIEWED	REQUIRED	SESSION	TIME	INSTRUCTOR/DEPARTMENT
<input type="checkbox"/>	All	Vigilance Training	20 Min	IT
<input type="checkbox"/>	All	Workplace Policies/Harassment	45 Min	KMA Consulting/HR
<input type="checkbox"/>	Supervisors	Discrimination and Harassment Training for Supervisors <i>*See also MMA Online University course</i>	10 Min	Michael Wiley
<input type="checkbox"/>	All	Fire Safety, Fire Extinguisher Use	10 Min	Public Safety
<input type="checkbox"/>	All	Hearing Protection	10 Min	Public Works
<input type="checkbox"/>	All	Personal Protective Equipment	10 Min	Maine Department of Labor
<input type="checkbox"/>	All	Video Display Terminal	5 Min	Maine Department of Labor
<input type="checkbox"/>	All	First Aid, Bloodborne Pathogens	10 Min	Public Safety
<input type="checkbox"/>	All	CPR	20 Min	Recreation Department
<input type="checkbox"/>	All	AED	10 Min	Public Safety
<input type="checkbox"/>	All	Active Shooter / Emergency Action	30 Min	Public Safety
<input type="checkbox"/>	All	Hazard Communication	15 Min	Facilities
<input type="checkbox"/>	All	“First Amendment Audit” Response	15 Min	Human Resources
<input type="checkbox"/>	All	Cybersecurity	15 Min	Communications & IT
<input type="checkbox"/>	All	Employee Wellness, EAP	20 Min	Recreation Department
<input type="checkbox"/>	<i>Optional</i>	Phone Training	45 Min	TPX
<input type="checkbox"/>	<i>Optional</i>	Retirement	25 Min	MissionSquare

I confirm that I viewed/attended the training sessions above. I listened, read, and understood the trainings, and I understand that as an employee, it is my responsibility to abide by the Town of Gray’s policies and procedures, in accordance with the training. If I have questions about these trainings, materials presented, or the Town’s policies and procedures, I understand it is my responsibility to seek clarification from the Human Resources Department.

Employee Name (please print): _____

Employee Signature: _____

Date: _____