[S.T.E.P.] HR Tips: Avoid Termination!

Did you know that a large number of UGA employees failed to complete the recent Ethics Training Course by the June 30 deadline because they had missed Step 4? Several emails explaining this have been sent directly to those individuals, but apparently many people deleted the email thinking they had already completed the course. Some confused this training course with the earlier training module called SecureUGA and never even started the Ethics Training Course.

In order to give these employees a chance to complete the training, the course deadline has been extended until September 15, 2010. Failure to complete the training module by that date will be considered a violation of the USG Ethics Policy and may result in disciplinary action, including termination of employment.

Don’t let this happen to you. Log back into the training module to verify your completion of the training. Select the blue "Step 4" button. Your "grade" will appear as 10/10 if you have completed the agreement assessment portion of the training module. If the "grade" is anything other than 10/10, you have not completed Step 4. Directions for completing Step 4 can be found at http://www.hr.uga.edu/ethics_step4.html.

Complete Instructions for the Ethics Course can be found at http://www.hr.uga.edu/ethics.html.

HR Tips is brought to you by the Libraries’ Human Resources department and will be issued periodically. Suggestions for tips are welcomed. Submit your ideas for future tips, or any questions you might have, to libjobs@uga.edu. To view past HR Tips go to http://www.libs.uga.edu/humres/hrtips/index.html.

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