



ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: NEOGOV ANNUAL TRAININGS

1. PURPOSE

To ensure Dane County employees are sufficiently trained on agency policies, provide annual notices, and to ensure Dane County can document and track that all employees are viewing any updates to these policies on an annual basis.

2. POLICY STATEMENT

Dane County recognizes that all employees need to be aware of agency specific policies and required employment notices to remain in compliance with both state and federal regulations. Additionally, Dane County wants to continue to ensure records of these trainings can be documented and tracked. As a result, the Department of Administration will assign training modules through the NeoGov Learn platform on an annual basis. This policy guides the requirements, compliance, and expectations of these trainings.

3. DEFINITIONS

“Employee” – Any FTE employed by Dane County, with the exception of the Dane County Sheriff’s Office.

4. DUTIES FOR ALL DANE COUNTY EMPLOYEES

4.1 Beginning on or after May 1, 2025 employees must complete all DOA-assigned training modules by December 31, 2025.

4.2 Beginning January 1, 2026, and for all following years thereafter, employees must complete all DOA-assigned annual training modules within the same calendar year they are assigned.

4.2.1 Departments maintain the ability to create training schedules and deadlines within the calendar year that are responsive to the workload of their workforce and associated job duties.

5. DUTIES FOR MANAGERS OR SUPERVISORS OF DANE COUNTY

5.1 Managers and Supervisors are responsible for providing time for their staff to complete assigned modules each year.

5.2 Each department manager or supervisor will need to monitor and track the compliance of direct staff throughout the year. DOA recommends that managers or supervisors check compliance each quarter using the NeoGov Learn dashboards and follow up with staff who have not completed assigned trainings.

5.3 Managers or supervisors must regularly update organizational charts with Employee Relations using the **Employee Action Form** any time a change is made to an employee’s reporting structure to ensure accurate organization structure in the NeoGov Learn environment.

6. DUTIES FOR THE DEPARTMENT OF ADMINISTRATION

6.1 Assigned DOA staff may create, update, and maintain training modules in NeoGov on an annual basis. These modules include:

- HIPAA
- Public Records Law
- Cybersecurity
- Harassment in the Workplace
- Safety in the Workplace
- Policies for Dane County Employees

6.2 Assigned DOA staff will assist managers and supervisors in monitoring employee compliance by running reports and communicating compliance beginning in October of the calendar year to support all employee adherence to deadlines established in section 4.

7 NON-COMPLIANCE

7.1 Completion of assigned training modules is mandatory and any employee who fails to complete assigned modules by deadlines specified in sections 4 and 5 may be subject to progressive discipline, up to and including, termination.

END OF POLICY