

Refresher training is a self paced exercise consisting of review of the written policy and written certification that the written policy was reviewed and understood. The refresher training course option is available to any employee or volunteer who has previously completed initial training. Refresher training will be administrated by your respective department head or chief.

Those employees who have taken the initial training only need to sign the enclosed certification stating they have received, reviewed and understand Revision "2" of the Village of Owego Workplace Violence/Sexual Harassment Prevention and Threat Reporting Policy. This is the policy that has been in effect since 2010.

Any employee or volunteer who has not completed either the initial or refresher mandatory safety training by August 7, 2011 shall be subject to disciplinary action, up to and including termination, administered in accordance with applicable state law, Village Charter provisions and any applicable department rules, provisions, policies, by-laws or bargaining agreements.

Thank you for your anticipated cooperation.