





Operation/Task:	Employee Training			Equipment:	N/A
Owner:	Human Resources Manager	Date Prepared:	4/1/15	Department Responsibilities:	Department Managers, CTO, Human Resources
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction documents procedures for employee training.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
		PIT Training <ul style="list-style-type: none"> Manager completes a Payroll Status Change form (form: HR003) to notify Human Resources which new, transferred or promoted employees will need training. 	Initial PIT Training - Brooklyn Park <ul style="list-style-type: none"> Employee views video and completes written test. Results are recorded by HR. Manager contacts approved PIT Trainer. PIT Trainer completes hands-on training with employee. PIT Trainer returns completed form (SAF001) to HR. PIT Recertification - Brooklyn Park <ul style="list-style-type: none"> HR contacts Manager – that employee needs to be recertified. Manager contacts PIT trainer. PIT Trainer observes employee operating PIT equipment. (SAF001) PIT Trainer returns form (SAF001); recertification section completed to HR. **HR records training in a spreadsheet	PIT Training Is required by OSHA

		Security Training <ul style="list-style-type: none"> All employees will go through annual Security awareness training. The CTO and Human Resources Manager are responsible for providing annual security training to all employees. The Human Resources Manager is responsible for ensuring that all employees' records pertaining to training are properly completed, maintained and updated as required and in accordance with this procedure. 	<ul style="list-style-type: none"> HR schedules with CTO input and notifies all managers of security training meetings. An attendance sign-in log with the following information is completed when the Security Training is given: <ul style="list-style-type: none"> Name of Course: Annual Security Training Length of time of training Employee's Name Employee's Dept Date of attendance An Attendance sign-in log for the Security training is given to HR when training has been completed and the information is entered into the training program to document training has been completed. 	Annual security training for all employees is required to maintain our SOC2 certification.
		Other Training <ul style="list-style-type: none"> All managers are responsible for ensuring that employees under their direction have adequate knowledge of all procedures and instructions as well as work-related skills and competence to effectively perform their required tasks. Other training may be identified based on the employee's responsibility within ENPOINTE. On-the-job instructions shall also be provided to employees on an as-required basis determined by the employees' manager when individual assistance and specialized training is required to perform a given task. 	<ul style="list-style-type: none"> If training is not available internally, the manager will meet with the Human Resources Manager to search out available external training courses available to meet the need identified. The Human Resources Manager will assist the manager in scheduling the employee for the training. Outside training – employees complete form (HR056). Employee's manager signs completed form and returns it to HR. On-the-job training is managed and documented by the employee's manager. 	To ensure all employees have adequate knowledge, work-related skills and competence to effectively perform their job.

Notes: If a quality concern is found follow Non-conforming Product SOP (NCP001).

Definitions: [PIT] Powered Industrial Trucks i.e., forklift, electric power jacks, pile turner, stock picker

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Nancy Kunkel	4/1/15
Rev 2	Changed document number	Nancy Kunkel	8/17/15
Rev 3	Updated SOP form template: revised gray header bar, font, spacing, and removed header page. Changed occurrence of GLS to ENPOINTE. Revised steps of Initial PIT Training under How To Do It section.	Cristi Oakvik	4/13/21
Rev 4	Removed Director of Human Resources and replaced with Human Resources Manager throughout document.	Cristi Trost	7/10/23