



Southeastern Louisiana University

Mandatory Training Policy

Document History

Responsible Administrator: Vice President of Administration & Finance

Responsible Office: Human Resources

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Policy Statement

Southeastern Louisiana University recognizes that well-trained employees are critical to the success of the University. It is the policy of the University that all employees are required to complete mandatory trainings as specified.

Purpose of Policy

This policy is established to ensure that employees are aware of mandatory training requirements, to set forth the rules governing participation in the training programs, and to define the roles and responsibilities for each aspect of training.

Applicability

This policy applies to Faculty, Classified and Unclassified staff, Graduate Assistants, Resident Assistants, and Student Employees.

Policy Procedure

Mandatory Training Requirements for employees

- a. Ethics Training: All employees must complete one hour of ethics training within 90 days of hire and once a calendar year thereafter. This training is offered on-line and satisfies the requirements for Louisiana Revised Statute 42:1170 (2012).
- b. Preventing Sexual Harassment: All employees are required to complete the preventing sexual harassment training upon hire and once a calendar year thereafter. This training is offered on-line and satisfies the requirements for Louisiana Revised Statute 42:343 (2018).
- c. Sexual Harassment for Managers: Managers are required to complete the sexual harassment for managers training upon hire and once a calendar year thereafter. This training is offered on-line and satisfies the requirements for Louisiana Revised Statute 42:343 (2018).
- d. Title IX: Faculty, Staff, Graduate Teaching Assistants, and Resident Assistants are required to complete this training upon hire and once a calendar year thereafter. This training is offered on-line and satisfies the requirements for Title IX of the Educational Amendments of 1972.
- e. Safety Training: All employees are required to complete four (4) safety trainings annually. These trainings are offered quarterly on-line and satisfy the requirements set forth by the State of Louisiana Office of Risk Management.
- f. Blood Borne Pathogens: All employees are required to complete the blood borne pathogens training upon hire. High risk employees must complete the training once a calendar year thereafter and low risk employees every five years thereafter. This training is offered on-line and satisfies the requirements set forth by the State of Louisiana Office of Risk Management.

- g. Defensive Driving: All employees are required to complete the defensive driving training upon hire and once every three years thereafter. This training is offered on-line and satisfies the requirements set forth by the State of Louisiana Office of Risk Management.
- h. Cybersecurity Awareness: All employees are required to complete this training within 30 days of hire. This training is offered online and satisfies the requirements for Louisiana Revised Statue 42:1267 (2020).

Employees and supervisors are responsible for complying with this policy. Failure to meet training requirements within the specified time may result in disciplinary action, up to and including termination. All records of trainings will be maintained in the Human Resources office by the Training and Development Manager.