ICCTA

Illinois Community College Trustees Association

QUICK SURVEY RESULTS
Mandatory Compliance Trainings
March 13, 2020

A total of 16 colleges/districts responded to ICCTA's Quick Survey on *MANDATORY COMPLIANCE TRAININGS.*

COMPLIANCE TRAINING FOR EMPLOYEES
Which compliance courses are mandatory for employees (including part-time and student workers)?

- **Elgin:** DCFS Mandated Reporter Training
  Cultural Competence and Diversity in Hiring
  FERPA (some front-line departments)
  Safety and Security Training for Faculty only

- **Harper:** Annual sexual harassment
  Title IX for all New Hires
  Mandated Reporter every three years

- **Illinois Central:** Title IX and Sexual Misconduct, Sexual Harassment, Discrimination Awareness, FERPA, Child Abuse: Mandatory Reporting.

- **Illinois Valley:** We do not include student workers since they get training from the student perspective but with the new Illinois law student workers will need to begin the harassment training.
  New Hire – Clery Act, FERPA, Ethics, Sexual Harassment, Title IX
  Employee – Clery Act, FERPA, Ethics, Sexual Harassment, Title IX required by law
  AED, Bloodborne Pathogen required I believe a grant

- **John Wood:** Title IX; Sexual Harassment for all employees; FERPA; Mandatory Reporter; Ethics for all board approved staff (FT & PT)

- **Joliet:** Please see the attached list from April 2019. We are currently updating this for 2020 but the changes are minor. Student workers will be removed until we can remedy technology challenges for connection to SafeColleges.

- **Kankakee:** Title IX Investigator Training; Title IX Coordinator Training; ADA/Section 504 Training; Mental Health/First Aid Training for BIT members.

- **Lake County:** Title IX, FERPA, Fraud, Sexual harassment, HIPAA, Diversity, Bystander Intervention, SaVE Act

- **McHenry:** Preventing Sexual Misconduct (PSM)
  Confidential Information Training (CIT) - includes IT Guidelines, FERPA, Physical Security, and HIPAA
  In 2020 we will add Mandated Reporter (DCFS), and Detecting Impairment (for supervisors)

- **Moraine Valley:** Preventing Sexual Harassment
  Student Employment Supervisor Orientation
  Student Employee Orientation

- Oakton: In the past 2 years, Oakton has required "Title IX: Prevention of Sexual Misconduct" training for all employees. (Note: we do not manage training for student workers - this is left to our Student Affairs department). This year we will once again mandate Title IX training, focusing on the roles of responsible employees. Oakton will also require an IDHR compliant version of Prevention of Sexual Harassment and Reasonable Suspicion of Drug and Alcohol Use for Supervisors, Managers, and Administrators. We are also investigating the need for other mandatory training such as FERPA and Mandated Reporter training from DCFS.

- Prairie State: Prairie State College (PSC) offers training in FERPA, Preventing Harassment and Sexual Violence, Title IX, and Respecting Our Differences.

- Richland: Please see attached list of our current mandatory trainings broken out by Staff/Faculty, Supervisors and Adjunct Faculty

- Southeastern: Hazard Communications
  Lockout/Tag-out
  Emergency Preparedness
  Blood Borne Pathogens
  Body Mechanics/Lifting
  Sexual Harassment
  Ethics
  Diversity/Inclusion
  Title IX
  ADA
  Driver training – specialized
  Accident Investigation – specialized
  CPR/First Aid – specialized
  NIMS training - specialized
  New student worker orientation

- Spoon River: Preventing Sexual Misconduct (Title IX), Workplace Diversity and Inclusion, Cybersecurity, Bloodborne Pathogens and MRSA. Some trainings are sent to all employees, others, like Bloodborne Pathogens are sent to coaches, maintenance, nursing, etc.

What online software programs and/or videos do you use for the trainings?
- Elgin: Online training for DCFS Mandated Reporter Training is completed by all employees on the DCFS Website
  Cultural Competence and Diversity in Hiring is facilitated in person using handouts, reference guide and PowerPoint
  FERPA – Online through SafeColleges Learning Management System (LMS)
  Safety and Security Training for Faculty is facilitated in person and online using the Colleges Distance Learning platform (D2L)

- Harper: BLR-Training Today-Title IX and Sexual Harassment
  Illinois Dept of Child and Family Services-Mandated Reporter

- Illinois Central: SafeColleges

- Illinois Valley: SafeColleges

- John Wood: SafeColleges

- Joliet: SafeColleges

- Kankakee: Webinars

- Lake County: We are currently with GCN and moving to Safe Colleges in FY'21

- McHenry: For Preventing Sexual Misconduct we use Thompson Reuter (but will be switching vendors this year)
  Confidential Information Training is our own course/modules that we administer via Canvas (our LMS)

- Moraine Valley: Vendor used for employee training- SafeColleges
  Currently developing an online orientation for Student Employment Supervisors on Canvas

- Oakton: Right now, we are using SafeColleges. We have used Not Anymore and WeComply in the past.

- Prairie State: The training platform we use is a product called Everfi.

- Richland: Canvas and SafeColleges

- Southeastern: Most of the safety trainings are conducted via online through video trainings offered through the Illinois Risk Management Association.
  Hands-on trainings are offered for specialized training such as CPR/First Aid, Driver Training, NIMS, etc.
  Sexual Harassment and Ethics training are trainings that we created in house.
  We used a free training through Microsoft for our diversity/inclusion training.
  Student workers -- These orientations are conducted in a traditional f2f setting.

- Spoon River: Compliance Learning Thomson Reuters. Know B4 (cyber security and social engineering test).

How long are employees given to complete the trainings?
- Elgin: DCFS Mandated Reporter Training is completed during the onboarding process within the first 2 weeks of employment
  Cultural Competence and Diversity in Hiring must be completed prior to staff or faculty serving on a hiring committee
  FERPA – within the first month of the date of hire
  Safety and Security Training for Faculty is to be completed each Academic year as per their contract within that academic year period (they have two (2) semesters to complete training)

- Harper: Thirty Days

- Illinois Central: One month

- Illinois Valley: Generally 60 days

- John Wood: 1 month

- Joliet: Schedule depends on if new hire (45 days after hire) or if currently hired (60 days)

- Kankakee: Annually.

- Lake County: Currently 12 months, moving to 2 months in FY '21

- McHenry: All new employees must complete both trainings to be given access to our computer network (day one of employment if not before)
  We mandate all employees to retake either PSM or CIT every other year, but in 2020 will begin mandating PSM every year.

- Moraine Valley: 30 days
  Student Employment Supervisors have to complete the orientation before they are able to post a student employment position
  Student Employees must complete within 3 weeks of hire

- Oakton: We ask that training be completed within 30 days.

- Prairie State: Training is offered usually in October and a month is allocated for completion. However, weekly reminders are sent for three months if the training is not complete.

- Richland: 1 year for current employees and up to 4 weeks for new hires.

- Southeastern: Generally, employees are given one month (30 days) to complete each of the online modules.
  Specialized trainings are scheduled throughout the year, normally scheduled as 1 to 2 day trainings
  Student workers -- Sessions are scheduled in fall and spring semesters of the academic year; students are provided alternate dates and times to attend orientation sessions.

- Spoon River: Varies. Usually one–two weeks

How do you track who has completed the trainings?

- Elgin: Human Resources Professional and Organizational Development Dept. tracks all training completion manually using excel spreadsheets, pulling data from the learning management systems (LMS) and collecting sign-in sheets from all training sessions

- Harper: HR Manually Keeps Track

- Illinois Central: System generated reports

- Illinois Valley: SafeColleges

- John Wood: SafeColleges reporting systems

- Joliet: SafeColleges tracks completions and can generate reports which HR uses to share with along with leaders and employees. Human Resources also partners with the College's Compliance Officer to help ensure compliance requirements are met.

- Kankakee: Certificate of completion of trainings.

- Lake County: Within the GCN system, we can track who has completed, who needs to take it and who is outstanding

- McHenry: Both systems we use track successful completion and these are added into HR records (Colleague)

- Moraine Valley: SafeColleges has tracking/reports that HR can verify completions
  For student employees - Access database and College Central Network online database

- Oakton: We use the report tools provided by our software vendor to download the necessary data and disaggregate it by department as needed.

- Prairie State: The platform has a tracking component and can generate ad hoc reports.

- Richland: Most of the trainings are tracked within the online systems. For the in-person trainings, we track via an Excel spreadsheet.

- Southeastern: Completion of online module trainings is tracked through the Illinois Risk Management Association, and this information is shared with the Safety Coordinator on-campus. All other trainings are tracked using spreadsheets.
  Student workers – Financial Aid Office staff conduct the trainings and tracks completions as well as student worker placements on-campus.

- Spoon River: Reporting tools in the software

Who enforces compliance trainings?
- Elgin: Human Resources

- Harper: Human Resources

- Illinois Central: N/A

- Illinois Valley: HR

- John Wood: HR

- Joliet: HR and Compliance Department with messages to direct employee supervisors. Student Workers have not received mandatory training except for Title IX. We have included them in our list of mandatory trainings, however, due to problems with technology and systems that support student email with accounts, we have not be successful with granting student workers access to Safe Colleges. Career Services is working on a Student Worker Handbook with policies and procedures. This is currently in the review stages with Human Resources.

- Kankakee: Title IX and ADA/Section 504 Coordinators.

- Lake County: Employee Relations Manager

- McHenry: The President and his Cabinet. Employee Development helps each supervisor track completers and non-completers for follow up.

- Moraine Valley: Vice Presidents and HR
                      Job Resource Center

- Oakton: The Human Resources Department and individual department management.

- Prairie State: HR sends out timely reminders along with the system generated weekly reminders.

- Richland: HR and Cabinet

- Southeastern: Safety trainings are mandated by Board Policy (#6012), and enforced by Senior Leadership through individual department managers and academic division chairs and deans.
                      Student workers – Financial Aid Office staff

- Spoon River: HR and IT

What are the consequences for not completing the trainings?
- Elgin: No consequences

- Harper: No consequences at this time

- Illinois Central: N/A

- Illinois Valley: Through the EDP process

- John Wood: Part of performance review process for staff

- Joliet: Disciplinary action if not completed within prescribed timeframes or approved extensions. Adjuncts who do not complete the training may be prevented from hiring in future semesters.
- Kankakee: Become out of compliance with state and federal regulations.

- Lake County: Reminders and then can follow the Progressive Disciplinary process, as well as considered during their Performance Evaluation

- **McHenry:** New employees are not given access to the network, and current employees have their network access shut off at a certain deadline. It works!

- **Moraine Valley:** No consequences if not completed; however, employees continue to receive reminder emails of the training throughout the semester if they have not completed
  Student Employment Supervisors - not being able to post a position in order to hire a student employee
  Student Employees - termination from their student employment position

- **Oakton:** At the present time, the lack of completion is noted, but there are no specific consequences.

- **Prairie State:** PSC has not instituted consequences for not completing the trainings.

- **Richland:** The employee potentially could be reprimanded.

- **Southeastern:** Non-compliance is noted as part of employee evaluations and reviews.
  Students are not allowed to work or assigned student worker positions until they complete the orientation session(s).

- **Spoon River:** Multiple emails. Currently no real consequence.

COMPLIANCE TRAINING FOR STUDENTS
Which compliance courses are mandatory for students?

- **Elgin:** We don't currently offer any mandatory compliance courses for students but are exploring this as an online option. However, Bystander Intervention workshops are offered every semester. Additionally, new students are informed about the Campus SaVE Act and VAWA during New Student Orientation, which is required for new students. Information on the Campus SaVE Act and VAWA is also sent to all students via the all student email listserv as well as posted on the Student Portal. We will also begin offering a Survivor's Empowerment Support Group during the spring 2020 term. The support group runs for eight (8) weeks and will be facilitated by a local community crisis center.

- **Harper:** We currently have no mandatory "compliance courses" for students. We do address compliance information for students in a variety of ways including:
  1) Providing information during new student orientation which is required for all degree-seeking students (a registration hold is placed until they attend).
  2) Prior to being able to register each semester, students must read and acknowledge information about FERPA, Title IX, drug and alcohol, and gainful employment.
  3) Providing information via our consumer information website along with informational links on every student bill which is received after any type of registration or schedule change.

  Oversight is a shared responsibility between Student Affairs and Enrollment Services. We currently are exploring products such as Everfi and Comevo as ways of providing additional content to students in an online format.

- **Illinois Central:** None

- **Illinois Valley:** Title IX, Alcohol & Drug Abuse Awareness

- **John Wood:** None (we do not mandate the completion of Title IX training – just simply offered)

- **Joliet:** Title IX

- **Kankakee:** None of our trainings are mandatory. However, we do provide Leadership Trainings, Equity, Diversity and Inclusion Trainings, Title IX trainings, Cleary Act Trainings, Financial Literary Workshops, etc.

- McHenry: None; there are no mandatory compliance courses for students. An annual email is sent to all enrolled students, which directs them to https://www.mchenry.edu/sexualmisconduct/index.asp for information on our sexual misconduct policies and procedures, along with a link to www.mchenry.edu/consumer for other consumer information, but there is no requirement for them to view the material.

- Moraine Valley: Sexual Violence Awareness (Campus SaVE Act) trainings are made available to all new students every semester

- Oakton: "Not Anymore" is an online course that all newly enrolled student receive to complete.

- Prairie State: Alcohol Edu for a drug free campus and Sexual Harassment awareness prevention for community colleges are the college's trainings, however at this time there are no consequences for failure to complete the training(s). We use implied mandate language but there are no holds applied or any other consequences.

- Richland: Title IX Training

- Shawnee: None

- Spoon River: Title IX for students. Canvas orientation. New student orientation.

What online software programs and/or videos do you use for the trainings?

- Elgin: Not applicable since we don't offer any mandatory trainings.

- Illinois Central: We have used SafeColleges once in the past.

- Illinois Valley: SafeColleges

- John Wood: SafeColleges

- Joliet: Not Anymore by Student Success, a suite of 4 levels of programs focusing on topics, such as Interpersonal Violence, Rethinking Relationships, Clarifying Consent, and Every Choice.

- Kankakee: All of our trainings are provided in person, with the exception of our New Student Orientation video, which only applied to distance students.

- McHenry: N/A

- Moraine Valley: Vendor - SafeColleges

- Oakton: "Not Anymore" as a part of SafeColleges (https://www.safecolleges.com/safecolleges-now-offers-not-anymore-courses/)

- Prairie State: Our online platform is Everfi. We bought licenses to Alcohol Edu and Alcohol Edu for Sanctions, as well as Sexual Harassment Prevention Awareness, for returning adult students, community colleges, and athletes (formerly Haven). The videos are embedded within the various modules. We do not employ the use of any additional videos or collateral materials.

- Richland: Integrated into our Learning Management System (Canvas) and is part of the required Canvas orientation

- Shawnee: None

- Spoon River: Compliance Learning Thomson Reuters. Canvas. In person.

How long are students given to complete the trainings?
- Elgin: Not applicable since we don't offer any mandatory trainings.

- Illinois Central: When we offered the training there was no deadline.

- Illinois Valley: An entire semester

- John Wood: The optional training is available for 3-4 weeks

- Joliet: 2 months at the beginning of each semester.

- Kankakee: These trainings are provided annually. However, as I previously stated, they are not mandatory.

- McHenry: N/A

- Moraine Valley: Trainings are available for the entire semester, we ask that they complete within 8 weeks

- Oakton: Newly enrolled students are notified at the beginning of each semester and will receive notifications to complete it during the course of their first semester at Oakton.

- Prairie State: The training is released in two parts. We open part one, and 24 hours later, part two is opened. We give students the entire semester to complete parts 1 and 2 of the trainings.

- Richland: Much finish prior to start of classes. This training only has to be completed once.

- Shawnee: None

- Spoon River: Varies.

How do you track who has completed the trainings?
- Elgin: Not applicable since we don't offer any mandatory trainings.

- Illinois Central: We tracked how many student completed the training but did not mandate it.

- Illinois Valley: SafeColleges tracks progress via database that can be exported as an excel spreadsheet

- John Wood: SafeColleges reporting systems

- Joliet: System tracks reports of student attempts and completion record for each semester.

- Kankakee: Through registration forms and sign-in sheets.

- McHenry: N/A

- Moraine Valley: Dean of Students has access to reports of completions

- Oakton: Completed trainings are tracked by the SafeColleges platform.

- Prairie State: The training is provided to the students via email, and they have registration codes for each of the different trainings. The platform internally collects and tracks the completers through their email addresses and registration logins.

- Richland: This is done through Canvas. If a student does not complete, their classes will not populate.

- Shawnee: None

- Spoon River: Built-in reports.

Who enforces compliance trainings?
- Elgin: Not applicable since we don't offer any mandatory trainings.

- Illinois Central: N/A

- Illinois Valley: VP for Student Services

- John Wood: N/A

- Joliet: Title IX Coordinator

- Kankakee: These are not required for compliance purposes.

- McHenry: N/A

- Moraine Valley: Dean of Students assigns the course to all new students every semester and has access to reports of completions

- Oakton: Student Affairs

- Prairie State: As stated before, the college does not enforce compliance trainings per se. We utilize an implied mandate, so it's strongly worded as if it needs to be completed but there are no consequences for non-compliance or not completing.

- Richland: Indirectly through Online Learning Office (but no overarching enforcement)

- Shawnee: None

- Spoon River: Student services.

What are the consequences for not completing the trainings?
- Elgin: Not applicable since we don't offer any mandatory trainings.

- Illinois Central: None

- Illinois Valley: N/A

- John Wood: No consequence

- Joliet: Currently, it is strongly encouraged with wording about possibly locking down student accounts that would prevent them from registering.

- Kankakee: None.

- McHenry: N/A

- Moraine Valley: No consequences if not completed; however, students continue to receive reminder emails of the training throughout the semester if they have not completed

- Oakton: There are no formal consequences. Students who do not complete the training are sent regular emails until they do fully complete the online modules.

- Prairie State: None at this time. At PSC, due to the number of start dates (e.g., 16, 14, and 1st and 2nd 8 week), we release the trainings between weeks 4 and 6 of the semester to hit all three session start dates. Applying the hold with our staggered start dates could be disruptive to students but we are exploring other ways to mandate the training.

- Richland: Not able to access courses in Canvas.

- Shawnee: None

- Spoon River: Unable to access course online (Canvas).

JOLIET JUNIOR COLLEGE
—1901—

Required/Mandatory Employee Training

April 15, 2019

Following are the required/mandatory training sessions for 2019, based on position classification. Most courses can be taken online using SafeColleges (vendor) and accessed through the single sign on system and assigned to the employee by the Human Resources Department. The length of the modules varies between 15 and 45 minutes. Some courses may be offered in another manner, such as video based or instructor-led.

Employees will be notified as to when they can begin, and when they need to complete their training, either by the vendor, the assigned/contracted training staff, or by an HR staff member.

Periodic training (i.e.: annually, bi-annually) assignments and due dates are based upon last completion date. For example: John Smith completed Active Shooter Training on June 1, 2018. Active Shooter Training is an annual training therefore this module will be due 365 days from the date of last completion (May 31, 2019). Employees will be allowed to begin training 60 days prior to their due date and will receive weekly reminder e-mails.

In general, employees should complete the training during regularly scheduled hours, unless prior arrangements have been made with the supervisor or department manager. Training records of completion will be provided to Human Resources directly from the vendor, and/or through sign-in sheets (for in-person training). The employee may keep their certificates of completion.

Adjunct instructors should complete training in the semester in which they receive their training assignment. If not actively teaching that semester, HR records will be updated to reflect this and the adjunct may defer completing the training to the following semester. The Human Resources Department will prepare compensation stipends for adjuncts who complete the required training and are actively instructing.

Employees should be mindful of the sensitive nature of certain training (such as sexual harassment) and view it in an area which minimizes interruptions, and minimizes exposure to students and customers, as they might not understand, at that moment, the context of what is being viewed.   An employee who needs an accommodation in completing the assigned training, may contact Human Resources, 815-280-2265.

It is important that mandatory training/activities be completed as required. Failure to complete the training may result in corrective/disciplinary action. Employees may also be required by their department heads and supervisors to complete other training based on their job duties, such as safety-specific or job-specific training.

Questions regarding this information may be directed to Human Resources at HR@jjc.edu.

New Employees: Each new employee (all classifications) is required to complete the following training sessions within 45 days of hire, unless otherwise noted. This includes all employees of the College including full-time faculty, adjuncts, staff, student workers and interns unless otherwise specified.

Training	Time Frame	Source/Type
Employee Handbook Review & Acknowledgement	First date of employment	SafeColleges
New Employee Orientation (optional for adjunct faculty, student workers, and interns)	As assigned	In-person
New Faculty (FT) Orientation (in addition to the New Employee Orientation)	As assigned	In-person
Active Shooter (online)	Within 45 days of hire	SafeColleges
Avoiding Discriminatory Practices (Supervisors)	Within 45 days of hire	SafeColleges
Back Injury & Lifting	Within 45 days of hire	SafeColleges
Campus Save Act for Employees: Sexual Violence Awareness	Within 45 days of hire	SafeColleges
Clery Act Overview	Within 45 days of hire	SafeColleges
CPR/AED (Supervisors)	Within 45 days of hire	SafeColleges
Discrimination Awareness in the Workplace	Within 45 days of hire	SafeColleges
Diversity Awareness: Staff to Staff	Within 45 days of hire	SafeColleges
Drug Free Workplace	Within 45 days of hire	SafeColleges
Family Educational Rights and Privacy Act (FERPA)	Within 45 days of hire	SafeColleges
Fire Extinguisher Safety	Within 45 days of hire	SafeColleges
First Aid (Supervisors)	Within 45 days of hire	SafeColleges
General Ethics in the Workplace	Within 45 days of hire	SafeColleges
Performance Evaluations (Supervisors)	Within 45 days of hire	SafeColleges
Reasonable Suspicion for Drug & Alcohol Use in the Work Place (Supervisors)	Within 45 days of hire	SafeColleges
Sexual Harassment: Staff-to-Staff	Within 45 days of hire	SafeColleges
Sexual Harassment: Policy & Prevention (Supervisors)	Within 45 days of hire	SafeColleges
Slips, Trips & Falls	Within 45 days of hire	SafeColleges
Supervisor's Role in Safety (Supervisors)	Within 45 days of hire	SafeColleges
Terrorism, Awareness & Response (Supervisors)	Within 45 days of hire	SafeColleges
Title VI Overview	Within 45 days of hire	SafeColleges
Title IX and Sexual Misconduct	Within 45 days of hire	SafeColleges

All Employees/All Classifications (Note: Adjuncts, Interns and Student Workers are listed in a separate section): The following training sessions are required annually, or as otherwise designated. Training must be completed within 60 days of assignment.

Training	Time Frame	Source/Type
Employee Handbook Review & Acknowledgement	As Updated	SafeColleges
Active Shooter	Annually	SafeColleges
Back Injury & Lifting	Every two years	SafeColleges
Campus Save Act for Employees: Sexual Violence Awareness	Annually	SafeColleges
Clery Act Overview	Annually	SafeColleges
Discrimination Awareness in the Workplace	Every two years	SafeColleges
Diversity Awareness: Staff to Staff	Once	SafeColleges
Drug Free Workplace	Every two years	SafeColleges
Family Educational Rights and Privacy Act (FERPA)	Annually	SafeColleges
Fire Extinguisher Safety	Every two years	SafeColleges

General Ethics in the Workplace	Annually	SafeColleges
Sexual Harassment: Staff-to-Staff	Annually	SafeColleges
Slips, Trips & Falls	Every two years	SafeColleges
Title VI Overview	Every two years	SafeColleges
Title IX and Sexual Misconduct	Annually	SafeColleges

Student Worker/Intern Positions: The following training sessions will be required annually, or as otherwise designated. Training must be completed within 60 days of assignment. Effective August 14, 2019.

Training	Time Frame	Source/Type
Student Employment Handbook Review & Acknowledgement	As updated	SafeColleges
Active Shooter	Annually	SafeColleges
Back Injury & Lifting	Every two years	SafeColleges
Campus Save Act for Employees: Sexual Violence Awareness	Annually	SafeColleges
Clery Act Overview	Annually	SafeColleges
Discrimination Awareness in the Workplace	Every two years	SafeColleges
Diversity Awareness: Staff to Staff	Once	SafeColleges
Drug Free Workplace	Every two years	SafeColleges
Family Educational Rights and Privacy Act (FERPA)	Annually	SafeColleges
Fire Extinguisher Safety	Every two years	SafeColleges
General Ethics in the Workplace	Annually	SafeColleges
Sexual Harassment: Staff-to-Staff	Annually	SafeColleges
Slips, Trips & Falls	Every two years	SafeColleges
Title VI Overview	Every two years	SafeColleges
Title IX and Sexual Misconduct	Annually	SafeColleges

Adjunct Positions: The following training sessions will be required annually, or as otherwise designated below. must be completed within 60 days of assignment.

Training	Time Frame	Source/Type
Employee Handbook Review & Acknowledgement	As Updated	SafeColleges
Active Shooter	Annually	SafeColleges
Campus Save Act for Employees: Sexual Violence Awareness	Annually	SafeColleges
Clery Act Overview	Annually	SafeColleges
Discrimination Awareness in the Workplace	Every two years	SafeColleges
Diversity Awareness: Staff to Staff	Once	SafeColleges
Drug Free Workplace	Every two years	SafeColleges
Family Educational Rights and Privacy Act (FERPA)	Annually	SafeColleges
General Ethics in the Workplace	Annually	SafeColleges
Sexual Harassment: Staff-to-Staff	Annually	SafeColleges
Title VI Overview	Every two years	SafeColleges
Title IX and Sexual Misconduct	Annually	SafeColleges

Employees whose positions are deemed to be "Campus Security Authorities" "CSA" (under the Clery Act, policy/procedure) are required to complete the following training session, annually.

Training	Time Frame	Source/Type
Campus Security Authorities: Roles and Responsibilities	Annually	SafeColleges

Supervisors are those individuals who have responsibility for other individuals in assigning work, oversight, and delegating tasks. This includes "leads" and other staff who may supervise student employees. Supervisors are required to take some or all of the following training sessions as designated and required by their position responsibilities. These courses are in addition to the ones assigned by position.

Training	Time Frame	Source/Type
Active Shooter (Administrators)	Annually	SafeColleges
Terrorism, Awareness & Response (Administrators)	Annually	SafeColleges
Sexual Harassment: Policy & Prevention	Annually	SafeColleges
Supervisor's Role in Safety	Once	SafeColleges
First Aid	Once	SafeColleges
CPR/AED	Once	SafeColleges
Avoiding Discriminatory Practices	Once	SafeColleges
Performance Evaluations	Once	SafeColleges
Reasonable Suspicion for Drug & Alcohol Use in the Workplace	Once	SafeColleges

Richland Community College
<u>Employee Training Plan</u>

~ 11 hours of training (5.5 Online and 5.5 in person)

Title of Training	Amount of Time
Campus Sexual Violence Act-SaVE	31 minutes
FERPA	15 minutes
Workplace Injury Prevention	20 minutes
Title IX	25 minutes
Title IX	**2 hours**
Title VI Overview	36 minutes
Active Shooter	46 minutes
Security	**1.5 hour**
FMLA	15 minutes
Sexual Harassment: Staff-to-Staff	19 minutes
Harassment	**2 hours**
Student Mental Health	11 minutes
Drug Free Workplace	22 minutes
General Ethics in the Workplace	16 minutes
Workplace Violence: Awareness & Prevention **Employee**	20 minutes
HIPAA	18 minutes
Discrimination Awareness in the Workplace	14 minutes
Workplace Bullying	20 minutes

Trainings reflected in this color are in-person trainings.

Supervisor Training Plan

In addition to completing the employee trainings, supervisors will have the following trainings to complete.

~ 26 hours of training: 3.5 hours (9) Online and 11.5 (17) in person

Title of Training	Amount of Time
Managing Difficult Behavior	18 minutes
Performance Issues/Disciplinary Actions	**2 hours**
Conducting Job Interviews	24 minutes
Search Committee	**1.5 hour**
Performance Evaluations	24 minutes
Performance Appraisals	**1.5 hour**
Supervisor's Role in Safety	25 minutes
FMLA/ADA/Worker's Compensation	**2 hours**
Termination: Practice & Procedure	22 minutes
Termination	**2 hours**
Sexual Harassment: Policy and Prevention	69 minutes
Budget Series: Various Topics Offered Each Quarter	**1.5 hour**
Payroll	**1.5 hour**
Employment Recognition	**1.5 hour**
Workplace Violence: Awareness & Prevention **Supervisor**	28 minutes
Supervisory Skills Overview	**2 hours**

All adjunct faculty must complete the following trainings online via SafeColleges:

Name of Training	Notes
FERPA-15 minutes	Must be completed before class starts.
Title IX- 25 minutes	Must be completed before class starts.

Compliance Trainings Survey

Mandated Reporter-60-90 minutes	Not located on SafeColleges. Please use the following link: https://mr.dcfstraining.org/UserAuth/Login!loginPage.action Certificate must be turned into HR before class starts.
HIPAA-18 minutes	Due within 60 days of class start date.
Active Shooter- 46 minutes	Due within 60 days of class start date.
Bloodborne Pathogens-19 minutes	Due within 60 days of class start date.
Discrimination in the Workplace-14 minutes	Due within 60 days of class start date.
Sexual Harrassment-19 minutes	Due within 60 days of class start date.
Campus SaVE Act: Sexual Violence Awareness-31 minutes	Due within 60 days of class start date.