



HLC Accreditation Evidence

- Barton Employee Mandatory Training

URL:

Office of Origin:

- Human Resources

Contact(s):

- Director of Human Resources



Mandatory Training

At the College's discretion, mandatory training may be required for its new and existing employees (including student employees) as a condition of their employment. The training may focus on employee or institutional-related issues which may include, but shall not be limited to, Blood borne Pathogens, Substance Abuse and the Drug Free Workplace, Cyber Security, Advisement and Title IX. Participation is required for all mandatory employee training, at the recommendation of their supervisor(s) or the College and is to be completed within a specified amount of time depending on hire date and position. The College will provide employees with work release time, allowing them to participate in the mandatory training during their normal work schedule.

The scheduled time frame for each mandatory course to take place can be viewed [here](#). Additional information on each of the mandatory training courses is provided below.

- Americans with Disabilities Act/ADA Amendments for Higher Education will help managers identify the situations where the Americans with Disabilities Act, the Family and Medical Leave Act and other legislation that affects employers' responsibilities in these areas, come into play so they can respond appropriately to specific requests.
- Bloodborne Pathogens provides information to minimize the health risks to workers exposed to blood and other potentially infectious materials. You will learn about specific pathogens, exposure control, vaccines, sharps, and post-incident clean-up. Departments and employees with occupational exposure to human blood are encouraged to establish a [Bloodborne Pathogen Exposure Control Plan](#). It is recommended that students with occupational exposure follow the guidelines for [Evaluation and Follow-up](#). Below is a list of forms to assist with the consent, reporting, testing, etc. for incidents relating to Bloodborne Pathogens.
- Cyber Security takes you on a tour of the threat landscape and shows you the most common ways bad guys try to trick you. Three real-world scenarios show you strategies and techniques hackers use to take control of your computer system. You'll learn about the seven areas of an email that can contain red flags that alert you to a possible attack. The Danger Zone exercise will let you apply what you've learned by helping a typical computer user steer clear of six real-world social engineering attacks.
- [Run, Hide, Fight](#) training and the support of multiple departments, we have many people involved in keeping this campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.
- [Substance Abuse and the Drug Free Workplace](#) provides employees and supervisors with an understanding of the

benefits of a substance-free work environment, to help them understand the impact substances have in the workplace and recognize signs of employee substance abuse.

- [Title IX](#) encompasses many forms of sex-based discrimination in which no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.
- Workplace Harassment Prevention will provide an overview of the types of behaviors that can give rise to harassment claims, including those based on sex, race, color, national origin, religion, age and disability. It will also discuss the benefits of and strategies for promoting a respectful work environment that is free of all forms of harassment, intimidation and discrimination.

Forms

[Bloodborne Pathogens Exposure Incident Determination](#)

[Consent for Blood Testing and Release of Medical Records](#)

[Declination of Blood Testing](#)

[Exposure Incident Report](#)

[Healthcare Professional's Written Opinion for Post-Exposure Evaluation & Follow-up](#)

[Hepatitis B Vaccine Declination Form](#)

[Hepatitis B Vaccination Record](#)

[Instructions for the Evaluating Physician Phlebotomy student drawing blood from a practice volunteer](#)

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Mandatory Training Schedule

Training	Lead	Employee	Training Schedule Upon Hire	Recurring Online Schedule	Time Frame
Americans w/ Disabilities (ADA)	Assistant Director of Human Resources	Supervisors	Start Date: 1/1-6/30 = Training: 9/1-10/15 Start Date: 7/1-12/31 = Training: 2/1-3/15	Every 3 years	9/1-10/15
Bloodborne Pathogens	Assistant Director of Human Resources	Everyone (NoAdjuncts)	Start Date: 1/1-6/30 = Training: 9/1-10/15 Start Date: 7/1-12/31 = Training: 2/1-3/15	Every 3 years	9/1-10/15
		High Exposure		Annual	9/1-10/15
Substance Abuse/Drug Free	Assistant Director of Human Resources	Everyone (NoAdjuncts)	Start Date: 1/1-6/30 = Training: 9/1-10/15 Start Date: 7/1-12/31 = Training: 2/1-3/15	Every 3 years	9/1-10/15
Unlawful Harrassment	Assistant Director of Human Resources	Everyone (NoAdjuncts)	Start Date: 1/1-6/30 = Training: 9/1-10/15 Start Date: 7/1-12/31 = Training: 2/1-3/15	Every 3 years	9/1-10/15
Cyber Security	Chief Information Officer	Everyone	Six Weeks to Complete from Hire Date	Annual	2/15-3/15
Cyber Security (offender)	Chief Information Officer	Phishing Test Offender	Failure to pass a College issued phishing test will result in added Cyber Security training	Quarterly	Quarterly
Title IX for Higher Education Fairness/Respect in Workplace Sexual Harassment	Title IX Coordinator	Everyone	Wait for Annual Training	Annual	9/1-10/15
		Supervisors, Athletic Staff, Upward Bound	Six Weeks to Complete from Hire Date	Annual	9/1-10/15
Campus Security Authorities : Clery Act	Title IX Coordinator	All CSAs	Six Weeks to Complete from Hire Date	Annual	Assigned
Active Shooter	Director of Campus Safety	On Campus Only	Face 2 Face Training-First time	Annual	2/15-3/15
Code of Conduct	Director of Financial Aid	Recruiting/Marketing, Admissions, Financial Aid, Registrar	Included with Annual Training	Annually	6/1 – 10/1
FERPA	Registrar	New Faculty Orientation	Beginning of Each Academic Year	Annually	8/1 – 9/1
Approved : 09/20/2022 : JDW					

Advisement - Become Advisor	Everyone	Before Advising : When Available	None
Full Time Orientation	New Hire	Upon Hire : August or When Available	Monthly (1yr)
Adjunct Orientation	Everyone	Upon Hire : August or When Available	Annual
BASICS - Correctional	New Hire/ Everyone	Upon Hire : When Available	Annual
Online Instructor/ BOLT	Everyone	Before Instruction : Always Available	None