Mandatory Training Schedule					
Training	**Lead**	**Employee**	**Training Schedule Upon Hire**	**Reocurring Online Schedule**	**Time Frame**
Americans w/ Disablilities (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