

## Mandatory Training Schedule

Training	Employee	Initial	Frequency	Time Frame
Americans w Disabilities / ADA	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	Everyone (NoAdjuncts)	Start Date: 1/1-6/30 = Training: 9/1-10/15	Every 3 years	9/1-10/15
	High Exposure	Start Date: 7/1-12/31 = Training: 2/1-3/15	Annual	9/1-10/15
Substance Abuse/Drug Free	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	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	Everyone	Upon Hire : 6 weeks to complete	Annual	2/15-3/15
Title IX	Everyone	During annual session	Annual	9/1-10/15
	Supervisors, Athletic Staff, Upward Bound	Upon Hire: 6 weeks to complete	Annual	9/1-10/15
Campus Security Authorities : Clery Act	All CSAs	Upon Hire : 6 weeks to complete	Annual	
Active Shooter	New Hire/Everyone	Upon Hire : When Available	Voluntary	
Advisement - Become Advisor	Everyone	Before Advising : When Available	None	
Full Time Orientation	New Hire	Upon Hire : August or When Available	Monthly for 1 year	
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	
Approved : 2/27/19 : JDW				