

Mandatory Training Schedule					
Training	Lead	Employee	Initial	Frequency (Online)	Time Frame
Americans w/ Disabilities (ADA)	Jenna Hoffman	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	Jenna Hoffman	Everyone (NoAdjuncts) High Exposure	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 Annual	9/1-10/15 9/1-10/15
Substance Abuse/Drug Free	Jenna Hoffman	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	Jenna Hoffman	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	Michelle Kaiser	Everyone	Upon Hire : 6 weeks to complete	Annual	2/15-3/15
Title IX for Higher Education Fairness/Respect in Workplace Sexual Harassment	Cheryl Brown	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	Cheryl Brown	All CSAs	Upon Hire : 6 weeks to complete	Annual	When Assigned
Active Shooter	Lucas Stoelting	Everyone On Campus	Upon Hire : In person training	Annual	2/15-3/15
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	
Approved : 7/30/19 : JDW					