2458 – Employee Training

The College believes in the importance of professional development because it not only delivers benefits to the individual, it also delivers benefits to the employee's profession and the customers they serve. Because of this, at the College's option, 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, Title IX, Bloodborne Pathogens, and other compliance training, computer training, quality customer service training, etc. as deemed appropriate by the College. Participation may require involvement from all employees or select employee groups or classifications, at the recommendation of their supervisor(s) or the College. The College will provide employees with work release time, allowing them to participate in the mandatory training during their normal work schedule.

Participation is required for all mandated employee training. It is the supervisor's responsibility to ensure that their employees participate in mandatory training. If an employee fails to participate in any of the mandatory training sessions, the Office of Human Resources will notify the employee's supervisor. If an employee persists in not completing the mandated training by the required deadline, the Office of Human Resources will send a note of non-completion to the President's Office, the Vice President of Instruction's Office (as appropriate), and the employee's supervisor. The Office of Human Resources will then place a copy of the note of non-completion into the employee's personnel file.

Any employee who does not complete all mandated employee training within such time limitations as may be established by the College shall be subject to employee discipline, up to and including termination, as set forth in College procedures.

Contact(s): Director of Human Resources

Related Form(s):

- None

References:

Relevant Policy or Procedure: 1442 – Employee Training

Approved by: President

Date: 7/11/02

Revision(s): 9/6/02; 10/16/07; 10/10/16 (minor revision); 5/25/17 (minor revision)