2458 – Employee Training

At the College's option, mandatory training may be required for its new and existing employees (including student employees). The training may focus on employee or institutional-related issues which may include, but shall not be limited to, computer training, quality customer service, and other compliance training, etc. as deemed appropriate by the Institution. Participation may require involvement from all employees or select employee groups or classifications, at the recommendation of their supervisor(s) or the Institution. The College will provide employees work release time for participation in mandatory training. In some situations, employees will earn college credit for participation in required training. Failure to participate in mandatory training can result in disciplinary action, up to and including termination.

Is Attendance Required?

Yes, attendance is required for all mandated employee training. In some instances, an attendance sheet will be completed and kept in the Office Human Resources. It is the supervisor's responsibility to ensure that their employees attend required training. If an employee fails to attend any of the mandatory training sessions, the training provider will notify the employee's supervisor. If an employee persists in not attending, the training provider will notify the President's Office which will generate a letter of non-attendance to the employee, the employee's supervisor, and Human Resources for placement in his/her personnel file. Supervisors shall be expected to work with their employees to assure compliance with ALL mandated training. In the event an employee changes status or moves to another department, his/her supervisor shall evaluate his/her training needs.

The Training Process

The College may, in its discretion, identify and mandate employee training as deemed necessary. For new employee training (i.e., computer), the provider of the training will contact the employee to arrange for the training within one week of the employee's first working day at the College, and will generate a list of attendees and non-attendees. The list will be sent to the Office of Human Resources for placement in a general file for its use in the future. A copy of the non-attendee list will be provided to the President's Office and the employee's supervisor. The President's Office will generate a letter to those employees reflected in the non-attendee list and will provide a copy of the letter to the Office of Human Resources and the employee's immediate supervisor for filing. New and existing employees will be required to comply with all additional future mandated training as may be required by the College. The mandated training <u>may</u> include topics as deemed appropriate by the College, and may include, but shall not be limited to, computer training, quality customer service training, etc.

Completion of Mandated Training

Upon completion of any mandated employee training, the trainer/training teams shall notify the employee's supervisor and the Office of Human Resources that the employee has completed the training session. If the employee did not achieve satisfactory progress, the trainer/training teams may recommend further training.

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.

(Based on policy 1442; revised and approved by President on 10/16/07)