

# Required Employee Trainings

## All Employees

### **FERPA** | All employees

- FERPA Review Annual Compliance Training (July - October)
- New Employees FERPA Training (due within 30 days after hire)

### **IT Security** | All employees

- IT Security Annual Compliance Training (July - October)
- New Employees IT Security Training (due within 30 days after hire)

### **Respectful Workplace** | All employees

- Respectful Workplace Annual Compliance Training (July - October)
- New Employees Respectful Workplace Training (due within 30 days after hire)

### **Title IX & VAWA Awareness** | All employees

- Title IX Annual Compliance Training (July - October)

### **Campus Safety** | All employees

- Campus Safety Annual Compliance Training (July - October)
- Campus Safety Training (due within 30 days after hire)

### **Conflict of Interest** | All employees

- Conflict of Interest Annual Compliance Training (Annually based on Hire Date)

## Select Employees

### **New Employee Policy Overview** | All new benefited Employees

- New Employee Policy Overview (due within 30 days after hire)

### **New PT Employee Policy Overview** | All new PT Employees

- New Employee Policy Overview (due within 30 days after hire)

### **Defensive Driving Training** | Select Employees

- Defensive Driving Annual Compliance Training (July - October)
- New Employees Defensive Driving Training (due within 30 days after hire)

### **Workplace Safety Training(OSHA)** | Select Employees

- Workplace Safety Annual Compliance Training (July - October)
- New Employee Workplace Safety Training (due within 30 days after hire)

### **Cardholder Training** | All current cardholders or employees applying for a P-Card

- Cardholder Training Annual Compliance Training (July - October, for current cardholders)
- New Cardholder Training (required before obtaining new P-card)

### **New Faculty Overview** | All new Faculty

- New Faculty Journey (due within 30 days after hire)
- Classroom Management, Creating Effective Curriculum, Northstar 101, Growing with Canvas, ADA, The 7 principles of Good Practice Education

### **New Supervisor Training** | Supervisor

- New Faculty Journey (due within 30 days after hire)
- ADA, FMLA