

Mandatory Training Schedule					
Training	Lead	Employee	Training Schedule Upon Hire	Reoccurring Online Schedule	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	Six Weeks to Complete from Hire Date	Annual	2/15-3/15
Title IX for Higher Education Fairness/Respect in Workplace Sexual Harassment	Cheryl Brown	Everyone Supervisors, Athletic Staff, Upward Bound	Wait for Annual Training Six Weeks to Complete from Hire Date	Annual Annual	9/1-10/15 9/1-10/15
Campus Security Authorities : Clery Act	Cheryl Brown	All CSAs	Six Weeks to Complete from Hire Date	Annual	Assigned
Active Shooter	Lucas Stoelting	On Campus Only	Face 2 Face Training-First time	Annual	2/15-3/15
Approved : 8/25/19 : JDW					