

Mandatory Training Schedule					
Training	Lead	Employee	Training Schedule Upon Hire	Reoccurring Schedule	Time Frame
Americans with Disabilities Act	Assistant Director of Human Resources	Supervisors	Date of Hire: 1-1 to 6-30 = Start Training: 9-1 Date of Hire: 7-1 to 12-31 = Start Training: 2-1	Every 3 Years from Date of Hire	9-1 with 6 weeks to complete
Bloodborne Pathogens Training	Assistant Director of Human Resources	Everyone excluding Adjunct Faculty High Exposure Positions	Date of Hire: 1-1 to 6-30 = Start Training: 9-1 Date of Hire: 7-1 to 12-31 = Start Training: 2-1	Every 3 Years from Date of Hire Every Year	9-1 with 6 weeks to complete 9-1 with 6 weeks to complete
Alcohol and Drug Awareness	Assistant Director of Human Resources	Everyone excluding Adjunct Faculty	Date of Hire: 1-1 to 6-30 = Start Training: 9-1 Date of Hire: 7-1 to 12-31 = Start Training: 2-1	Every 3 Years from Date of Hire	9-1 with 6 weeks to complete
Sexual Harassment and Discrimination	Assistant Director of Human Resources	Everyone excluding Adjunct Faculty	Date of Hire: 1-1 to 6-30 = Start Training: 9-1 Date of Hire: 7-1 to 12-31 = Start Training: 2-1	Every 3 Years from Date of Hire	9-1 with 6 weeks to complete
Cyber Security Awareness in the Workplace	Assistant Director of Human Resources	Everyone including BOT	One Week to Complete from Date of Hire	Every Year	2-1 with 6 weeks to complete
(Offender) Cyber Security Awareness in the Workplace	Chief Information Officer	Phishing Test Offender	Failure to pass a College issued phishing test will result in added Cyber Security training	Quarterly	Assigned
Title IX	Title IX Coordinator	Everyone	Wait for Annual Training Rotation	Every Year	9-1 with 6 weeks to complete
		Supervisors, Athletic Staff, Upward Bound (Student Training Separate)	Six Weeks to Complete from Date of Hire	Every Year	9-1 with 6 weeks to complete
Campus Security Authorities : Clery Act	Title IX Coordinator	All CSAs as defined by Clery Act	Six Weeks to Complete from Date of Hire	Every Year	Assigned
Active Shooter	Director of Campus Safety	On Campus Only	Face to Face and/or Online	Assigned	Assigned
Code of Conduct	Director of Financial Aid	Recruiting/Marketing, Admissions, Financial Aid, Registrar	Included with Annual Training	Every Year	6-1 to 10-1
Updated : 10/13/2025 : JDW					