

College Operating Procedures (COP)



Procedure Title: Policy on Mandatory Training
Procedure Number: 05-0702
Originating Department: Office of Human Resources

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 11/24/2020

Purpose Statement: Education and training play a key role in clarifying expectations and responsibilities, while minimizing legal, financial, and physical risks both for Employees and the College. This policy sets out those training requirements that are mandatory (i.e., training which must be completed by Employees), the employees to whom training applies, the frequency with which training must be undertaken and the responsibilities of those involved.

Definitions:

1. "Employees" means Regular Faculty, Regular Staff and Adjuncts as those terms are defined in for purposes of this policy only "Employees" does not include "Student Employees."
2. "Mandatory Training" means training that is mandated (1) by the President, (2) by a federal, state, or local statute, regulation, policy, by an appropriate agency, regulatory or accrediting body, or (3) to address any legal, financial, physical, or other risk that could significantly impact the College.
3. "Role Specific Training" means training mandated as a specific component of an Employee's role(s), responsibilities, or duties.
4. "Supervisors" means any Employee whose primary responsibility is the management of other FSW Employees. Management shall include, but is not limited to, directing the work of others, hiring, firing, evaluating, advancing, promoting, or otherwise having input into the employment status of other Employees.

Roles and Responsibilities:

The roles and responsibilities for training extend to all levels of the College:

1. The College is responsible for identifying, creating, and providing opportunities for training in support of the College's goals and objectives.
2. Supervisors are responsible for assessing and communicating the training requirements of Employees in their departments. Supervisors also share responsibility for ensuring that Employees complete their training requirements within the specified time. Supervisors must take appropriate action to ensure compliance among Employees that they supervise.

3. Employees are responsible for understanding their obligations under this policy and ensuring that they are compliant with the policy.

Categories of Training:

1. **Mandatory Training:**

The President, or designee(s), may designate Mandatory Training courses or programs that all Employees are required to complete. Mandatory Training courses may also be required by federal, state, or local statute or regulations, by an appropriate regulatory body or agency, or to address any legal, financial, physical or other risk that could significantly impact the university.

Newly hired Employees must complete Mandatory Training within sixty (60) calendar days from the date of hire. Human Resources will add the Mandatory Training links to the employee's onboarding. The Office of the Provost (or the office's designee) is responsible for ensuring that newly hired faculty complete Mandatory Training.

Annual mandatory training must be completed within thirty (30) days of anniversary date. If training is not completed within the thirty (30) days, access to the College's IT systems will be restricted until the training is completed.

2. **Role Specific Training:**

Role Specific Training may be designated based on an Employees' roles or position responsibilities. Supervisors are responsible for identifying any Role Specific Training requirements and for informing Employees of such requirements. The Supervisor may work with Human Resources or the TLC, to identify options for delivering the required training. Supervisors are responsible for notifying Employees of any Role Specific Training and for ensuring that Employees complete the training. Examples of required role specific training may include courses pertaining to cash management, privacy, leadership training and time reporting, machine operation, etc.

Paid Time

The time an Employee spends taking either a Mandatory Training, Role Specific Training or any other training required by a Supervisor is considered time worked.

Policy Violations

Training requirements and completion of these shall be considered part of an Employee's performance. Employees that consistently and willfully fail to follow this policy are subject to a range of disciplinary action, up to and including termination for Regular Staff, the cancellation of contractual obligations for Adjuncts. Faculty covered by the CNA will be subject to the disciplinary actions per the contract.