

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 6-125

13 March 2023

MANDATORY TRAINING POLICY

1. PURPOSE

This memorandum sets forth The Citadel's mandatory training for all employees to complete in order to provide a safe and compliant work environment.

2. REFERENCE

[The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act](#)

[Title IX, Education Amendments of 1972](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

3. DEFINITIONS

N/A

4. POLICY

Mandatory training is required by federal law, state law, or Citadel policy and is critical to maintaining safety, security, and compliance on campus. [Annex A](#) and [Annex B](#) contain The Citadel's current mandatory training requirements:

- A. All Citadel employees must complete the selected courses listed in [Annex A within the first 60 days of employment](#).
- B. Job specific Citadel employees may require additional training based on position, duties, or activity. Those courses are listed in [Annex B](#).
- C. Employees will be notified of the required training by their supervisor or Human Resources. Supervisors are responsible for ensuring completion within the timeframe specified for each training
- D. New Employee Orientation (NEO) is required of all new staff members within 30 days of hire or the next scheduled NEO offering.
- E. Employees designated as temporary staff will be required to participate in NEO. This can be through an online version, but must be completed within 30 days of initial notification.

5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action, up to and including termination.

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by the Vice President for Finance and Business on 2 August 2022.

B. Responsible Department:

Human Resources

C. Responsible Official:

Chief Human Resources Officer

D. Cross References:

[Citadel Memorandum 2-2, Privacy of Student Records](#)

[Citadel Memorandum 2-024, Title IX Grievance Policy](#)

[Citadel Memorandum 2-027, Campus Safety and Security Reporting](#)

[Citadel Memorandum 6-101, New Employee Orientation Policy](#)

7. RESCISSION

Memorandum 6-125, dated 11 January 2016 is rescinded.

8. REVIEW

Review this policy on a biennial basis.

OFFICIAL

CHARLES L. CANSLER
Colonel, SCM
Vice President for Finance and Business

Attachment

[Annex A](#), Mandatory Training Requirements

[Annex B](#), Mandatory Training Requirements Based on Position, Duties, or Activities

ANNEX A
MANDATORY TRAINING REQUIREMENTS

Required Trainings	Completion Time	Employee Type <small>FTE-Full Time Employee ST- Salaried Temp HT- Hourly Temp AF- Adjunct Faculty GA- Graduate Assistant</small>	Volunteers	POC /SME	Training Good For
Bull Dog Alert	60 days post hire	FTE/ST/HT/AF	X	PSAF	Indefinite
Clery Act	60 days post hire	FTE/ST/HT/AF	X	PSAF	1 year
IT Security Awareness	60 days post hire	FTE/ST/HT/AF		ITS	1 year
Title IX and Sexual Misconduct	60 days post hire	FTE/ST/HT/AF	X	Compliance	1 year
Sexual Harassment: Staff-to-Staff	60 days post hire	FTE/ST/HT/AF		Human Resources	5 years
Family Educational Rights and Privacy Act (FERPA): Confidentiality of Records	60 days post hire	FTE/ST/HT/AF	X	Compliance	3 years
Discrimination Awareness in the Workplace	60 days post hire	FTE/ST/HT/AF	X	Human Resources	5 years
Slips, Trips, Falls	60 days post hire	FTE/ST/HT/AF		PSAF (Environmental Safety)	5 years

ANNEX A
MANDATORY TRAINING REQUIREMENTS

Hazard Communication	60 days post hire	FTE/ST/HT/AF		PSAF (Environmental Safety)	5 years
Camps on Campus – Keeping Minors Safe	60 days post hire	FTE/ST/HT/AF/GA	X	Compliance	5 years

ANNEX B
MANDATORY TRAINING REQUIREMENTS
(Based on position, duties or activities)

Required Trainings for Specific Employees	Completion Time	Employee Type	POC /SME	Training Good For
Campus Security Authority (CSA)	30 days post hire	Specific Employees	PSAF	1 year
Payment Card Industry (PCI)	30 days post hire	Any employee with financial access	ITS	1 year
Bloodborne Pathogens Exposure Prevention	30 days post hire	Specific Employees	PSAF (Environmental Safety)	1 year
Personal Protective Equipment (PPE)	30 days post hire	F&E Employees	PSAF (Environmental Safety)	1 year
Asbestos Awareness	30 days post hire	F&E, HVAC, Electrical, Zone Maintenance Shops	PSAF (Environmental Safety)	3 years
Back Injury and Lifting	30 days post hire	Specific Employees	PSAF (Environmental Safety)	3 years
Lead Safety Awareness	30 days post hire	F&E, HVAC, Electrical, Zone Maintenance Shops	PSAF (Environmental Safety)	3 years