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Memorandum 6-125, dated 11 January 2016 is rescinded.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

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

**Footnotes:**
- FTE: Full Time Employee
- ST: Salaried Temp
- HT: Hourly Temp
- AF: Adjunct Faculty
- GA: Graduate Assistant

Memo 6-125, Annex A
# ANNEX A
## MANDATORY TRAINING REQUIREMENTS

<table>
<thead>
<tr>
<th>Hazard Communication</th>
<th>60 days post hire</th>
<th>FTE/ST/HT/AF</th>
<th>PSAF (Environmental Safety)</th>
<th>5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camps on Campus – Keeping Minors Safe</td>
<td>60 days post hire</td>
<td>FTE/ST/HT/AF/GA</td>
<td>X</td>
<td>Compliance</td>
</tr>
</tbody>
</table>
### ANNEX B
MANDATORY TRAINING REQUIREMENTS
(Based on position, duties or activities)

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

Memo 6-125, Annex B