

MANDATORY EMPLOYEE TRAINING

I. Purpose

The purpose of this policy is to create parameters regarding the University of Arkansas System mandatory employee training program. As established in this policy, the UA System requires its employees to receive training to comply with various requirements of state and federal law, Board of Trustees Policies, and UA Systemwide Policies and Procedures.

II. Definition of Mandatory Training

- A. The UA System mandatory training program includes training that is mandated by the President to ensure compliance with state and federal law, university policy, or other regulatory guideline; or to address any legal, financial, physical, or other risk that could significantly impact the campuses, divisions, and units of the System.
- B. Mandatory training content areas may include, but are not limited to, sexual assault prevention, harassment and discrimination, public safety, ethics and conflict of interest, information technology access, data security, and other federal and state regulatory requirements.

III. Employee Training Advisory Committee

The UA System mandatory employee training program shall be overseen, under the authority of the President, by an advisory committee established to develop a comprehensive program to ensure necessary training protocols and requirements for employees of the System campuses, divisions, and units. The committee will be appointed by the President and include members who are generally representative of the campuses, divisions, and units, and who maintain knowledge of prevention education and regulatory compliance at the System and campus levels.

IV. Covered Personnel

UA System campus, divisions, and unit personnel subject to mandatory training requirements include all full- and part-time faculty and staff. Graduate assistants may also be subject to certain training requirements.

V. Types of Training

Employees shall complete the following types of training:

1. **New hire training** shall be completed within 30 days of hire date and will satisfy annual training requirements for the first year of employment.
2. **Mandatory training** shall be assigned to all covered employees and be completed at the required frequency.

VI. Mandatory Training Requirements

Completion of UA System-required mandatory employee training shall be considered a minimum job expectation of all UA System employees and will be reflected on job performance evaluations. Other mandatory or discretionary training may be assigned at the campus, division, or unit level. Employees who fail to complete their UA System-required mandatory training within established deadlines or no later than before the next employee evaluation period shall, in the absence of extenuating circumstances, be ineligible for an annual increase in compensation and may be subject to other disciplinary action.

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