

## TRAINING – ANNUAL MANDATORY COMPLIANCE

Temple College is committed to training opportunities for employees, student workers, and Board of Trustee members. In meeting these opportunities the College recognizes there may be a compliance requirement by insurance agencies and auditors or by federal, state, and local governmental agencies. To meet these guidelines, Temple College has adopted and requires all employees, student workers, and Board of Trustee members to complete, on an annual basis the following mandatory compliance training topics:

1. Preventing Sexual Harassment (PSH),  
<http://training.newmedialearning.com/psh/templejc/index.htm>
2. Preventing Employment Discrimination (PED),  
<http://training.newmedialearning.com/ped/templejc/index.htm>
3. Family Educational Rights and Privacy Act (FERPA),  
<http://ww3.templejc.edu/ferpa/ferpa.htm>

The period to complete this training is August 1 through October 31 of that same year. New employees and Student Workers hired outside of this time period have 30 days from their initial employment date to complete the training. New Board Members will have 30 days from the witnessed Oath of Office date to complete the training. Each online topic has an exam that must be completed and a minimum score must be met or exceeded. The scoring is as follows:

Preventing Sexual Harassment-minimum score of 80

Preventing Employment Discrimination-minimum score of 80

Family Education Rights and Privacy Act (FERPA)-minimum score of 100-  
Successful Completion

Upon completion of the exam and provided the minimum score has been met or exceeded, a certificate will appear. The certificate must be printed, signed, and submitted to Human Resources. Completed employee or student worker certificates will be placed in the employee's or student worker's personnel file. Completed Board of Trustee certificates will be stored in a file in the President's office.

There are two possible ways to meet annual training requirements:

1. Online
2. In-person Workshops - In-person training sessions are held each August during Zero Week where attendance is recorded and a certificate of completion will be created and placed in the employee's or Board member's appropriate file.

In the event a complaint or lawsuit is filed against an employee or Board member and the employee or Board member has not completed the required training specific to the

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complaint, the employee, student worker, or Board Member may be subject to individual liability resulting from the complaint or lawsuit.

The employee's immediate supervisor will be notified of the employee's failure to complete the required training which may result in disciplinary action and/or a notation on the employee's annual evaluation.

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