

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. Harassment Prevention
2. Drug-Free Workplace
3. Family Educational Rights and Privacy Act (FERPA),
4. Cybersecurity Training

The period to complete this training is August 1 through October 31 of that same year, with the exception of Cybersecurity Training, which must be completed by August 31. 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. If an employee or Board Member completed these trainings as part of the onboarding process between May 1 and July 31, the individual is not required to complete the training in the August-October period of the same year.

The Vice President of Administrative Services may assign an alternative training plan to specific employees based on their position and duties.

Training is assigned via an online platform, and each online topic has an exam that must be completed and a minimum score must be met or exceeded.

Upon completion of the exam and provided the minimum score has been met or exceeded, a certificate will appear. Employees may keep a copy of the certificate for their record. At the end of the completion period, Human Resources will collect the certificates directly from the trainer and will retain per retention schedule. Completed Board of Trustee certificates will be stored in a file in the President's office.

Alternatively, the annual Cybersecurity training requirement may be completed by attending one of the in-person training sessions held during Welcome Week in August.

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 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.