

Mandatory Training Schedule

All employees¹ are required to participate in mandatory training each fiscal year. Training is a UH System requirement and considered a minimum job expectation with all employees and required for merit eligibility. The training is intended to provide employees with the information necessary to be aware of compliance and fraud issues as well as to help instill practices that ensure compliance with relevant laws, regulations and university policy.

The roster of required classes is shown in the table below. The Office of Training and Development assists in monitoring employee training and is available to help answer any questions you may have. The training schedule and content is updated as requirements change.

Training	Frequency	Requirement	How Offered	Comments
Employee Discrimination	Annually (New employees within 30 days)	All Faculty and Staff	On-line	Federal EEOC Requirement.
Secure Our Systems	Annually (New employees within 30 days)	All Faculty and Staff	On-line	Consists of: <ul style="list-style-type: none"> ▪ General Security Awareness ▪ Gramm-Leach-Bliley Act
Fraud Awareness	Annually (New employees within 30 days)	All Faculty and Staff	On-line	To comply with the Governor's Executive Order RP-36 regarding the prevention of fraud and waste in State agencies. Also, U.S. Federal Sentencing Guidelines, as amended in 2004 by the Sarbanes-Oxley Act. Requires periodic training of employees in workplace ethics and compliance.
Code of Ethics	Annually (New employees within 30 days)	All Faculty and Staff	On-line	U.S. Federal Sentencing Guidelines, as amended in 2004 by the Sarbanes-Oxley Act, requires all organizations to periodically train all employees in workplace ethics and compliance.
FERPA	Annually (New employees within 30 days)	All Faculty and Staff	On-line	The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States federal law codified at 20 U.S.C. § 1232g, with implementing regulations in title 34, part 99 of the Code of Federal Regulations.

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Notes: 1. Employees include all fulltime, part time staff and faculty; part time and temporary employees, adjuncts and student workers.

2. UHS Admin Memorandum 02.A.11 Staff Performance Appraisals

Revised 9/2011

Training	Frequency	Requirement	How Offered	Comments
Consulting and Related Party Disclosure Reporting	Annually	All Faculty and Professional Staff; Anyone who can influence purchasing decisions, has cost signature authority or has a ProCard.	On-line	To comply with UHS Policy 02.A.10 and 03.A. 17 for disclosure of Related Party or other potential conflicts of interest. Includes anyone who can influence purchasing decisions, has cost signature authority or has a ProCard .Consulting disclosure related to certain Academic Staff, including principal investigators, and any others responsible for the design, conduct, or reporting of research or educational activities.
Credit Card Data Security	Annually (New employees within 30 days)	Role Based: Employees who accept credit cards for processing payment; Also, employees who prepare SDOL credit card expenditure logs for other credit card holders.	On-line	To comply with Payment Card Industry internal control standards to prevent fraud and protect sensitive card data.
Credit Card Processing	Annually (New employees within 30 days)	Role Based: Employees (and supervisors) who accept credit cards for processing payment. Also employees who prepare SDOL credit card expense logs for other credit card holders. And, all employees with V+POS installed on their computers.	On-line	To comply with Payment Card Industry internal control standards to prevent fraud and protect sensitive card data.
ProCard Cardholder Training	Annually (New employees within 30 days)	Role Based: Employees who have or will be issued a UHV credit card.	On-line	Part of University internal controls program. Trains cardholders in applicable policy and procedures related to the campus procurement card program.
Cash Handling	Annually	Role Based: Any employee who accepts cash or checks or has access to a Change Fund; all employees who handle monies for sports events.	On-line	Part of UHV internal controls. ² Required. UHS Administrative Policy -

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Purchasing Training	Annually	Role Based: Any employee who processes, approves requisitions or has a ProCard	On-line	Internal Auditing recommended training. Required by UHV Campus Purchasing Policy E-1.
Life Safety-Confined Space	Annually	Role Based: Normally certain Facilities Services employees and supervisors who may be expected to enter defined "confined space" areas.	Facilities Supervisor arranges.	SORM recommended training. OSHA required. ² Safety Office can assist with coordination.
Life Safety-Blood Borne Pathogens	Annually	Role Based: Includes Facility Services including custodial, maintenance, and grounds staff. Also Nursing staff and lab employees exposed to blood borne pathogens.	Dept. Supervisor arranges.	SORM recommended training. OSHA required. ² Safety Office can assist with coordination.
Life Safety-Personnel Protective Equipment	Annually	Role Based: Includes Facility Services including custodial, maintenance, and grounds staff. Also Nursing staff and lab employees exposed to blood borne pathogens.	Dept. Supervisor arranges.	SORM recommended training. OSHA required. ²
Life Safety-Hazardous Communications	Annually	Role Based: Any employee exposed to hazardous chemicals as part of employment duties. Primarily Facility Services, Nursing and lab employees.	Dept. Supervisor arranges.	SORM recommended training. OSHA required. ²
Life Safety-Emergency Elevator Evacuation	Annually	Role Based: Any employee (Facility Services and/or Security) expected to assist in emergency elevator evacuation.	Scheduled by Safety Office	ASME Code A17.4 training requirement for personnel involved in emergency evacuations. ²
Life Safety-Lockout/Tagout	Annually	Role Based: Certain Facility Services staff.	Facilities Supervisor arranges.	SORM recommended. OSHA required. ²

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Life Safety-Electrical Safety	Annually	Role Based: Certain Facility Personnel doing electrical work and Supervisor.	Facilities Supervisor arranges.	SORM recommended. OSHA required. ²
Life Safety-Indoor Air Quality Compliance (IAQ)	Annually	Role Based: Certain Facility Services staff.	Scheduled by Safety Office	SORM requirement. ²
Defensive Driving	Every three years	Role Based: Personnel who are required to drive University owned vehicles as part of their job.	Off site. Contact Safety Office for schedule.	Employees who operate state-owned vehicles on university business are required to complete a state-approved defensive driving course to increase driver safety awareness and reduce employee injuries and university liability. UHV Policy F-2 requirement.
ICS-100: An Introduction to the Incident Command System	One time New employees within six months	Role Based: Members of the Incident Command Structure Campus Team (ICS).	On line	Course requirement of National Incident Management System (NIMS) for emergency planning. Course completion records must be kept on file with Training and Development
ICS-700: An Introduction to NIMS Components, Concepts and Principles	One time New employees within six months	Role Based: Members of the Incident Command Structure Campus Team (ICS).	On line	Course requirement of National Incident Management System (NIMS) for emergency planning. Course completion records must be kept on file with Training and Development
ICS – 800: National Response Framework, An Introduction	One time New employees within six months	Role Based: Members of the Incident Command Structure Campus Team (ICS).	On line	Course requirement of National Incident Management System (NIMS) for emergency planning. Course completion records must be kept on file with Training and Development
ICS – 200: ICS for Single Resources and Initial Action Incidents	One time New employees within six months	Role Based: Members of the Incident Command Structure Campus Team (ICS). Role Based: Any employee who can change or issue passwords in IT, Provost's Office, Burser's Office, HR, Admissions and Financial Aid.	On line	Course requirement of National Incident Management System (NIMS) for emergency planning. Course completion records must be kept on file with Training and Development

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