

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 5-125

1 March 2018

**MANDATORY TRAINING POLICY**

**1. PURPOSE**

This memorandum sets forth The Citadel's mandatory training for all employees.

**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 employees must complete eleven (11) courses within the first 30-60 days of hire, and must repeat certain of these courses every one to three years. [Annex A](#) identifies these courses.
- B. Specific Citadel employees require additional training based on position, duties, or activity. These employees will be notified of mandatory training, including renewal requirements, by their supervisor, by official appointment letter, or through the PageUp portal. The courses are listed in [Annex B](#).

**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 of Finance and Business on 1 March 2018.

Non-substantive changes on 1 March 2018 include: corrected position title for the Vice President for Finance and Business signature block and updated the Title IX / Sexual Misconduct and Darkness to Light (D2L) points on contact in Annex A.

### B. Responsible Department:

Human Resources

### C. Responsible Official:

Training and Development Manager

### D. Cross References:

[Citadel Memorandum 2-2, Privacy of Student Records](#)

[Citadel Memorandum 2-026, Sexual Harassment](#)

[Citadel Memorandum 2-025, Sexual Violence and Prevention Policy](#)

[Citadel Memorandum 2-027, Campus Safety and Security Reporting](#)

[Citadel Memorandum 6-101, New Employee Orientation Policy](#)

## 7. RESCISSION

Memorandum 5-125, dated 5 February 2018, Memorandum 6-125, dated 11 January 2016 and all previous versions are rescinded.

## 8. REVIEW

Review this policy on an annual basis.

FOR THE PRESIDENT:

OFFICIAL

//Signed, CC, 1 March 2018//  
CHARLES CANSLER  
Colonel, UMSC  
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**

<b>Required Trainings</b>	<b>Completion Time</b>	<b>Location</b>	<b>Employee Type</b>	<b>Volunteers</b>	<b>POC /SME</b>	<b>Training Good For</b>
<b>New Employee Orientation</b>	30 days post hire	In-person	FTE		Human Resources Department	N/A
<b>Bull Dog Alert</b>	30 days post hire	PageUp	FTE/ST/HT/AF	<b>X</b>	Capt Odom	N/A
<b>Clery Act (CSA)</b>	30 days post hire	PageUp	FTE/ST/HT/AF	<b>X</b>	Capt Odom	1 year
<b>Discrimination Awareness in the Workplace</b>	60 days post hire	PageUp	FTE/ST/HT/AF	<b>X</b>	Shawn Edwards	1 year
<b>IT Security Awareness (11 Modules)</b>	30 days post hire	PageUp	FTE/ST/HT/AF	<b>X</b>	Jeff Wells	1 year
<b>Sexual Harassment: Staff-to-Staff</b>	30 days post hire	PageUp	FTE/ST/HT/AF	<b>X</b>	Shawn Edwards	1 year
<b>Title IX and Sexual Misconduct</b>	30 days post hire	PageUp	FTE/ST/HT/AF	<b>X</b>	Shawn Edwards	1 year
<b>Slips, Trips, and Falls</b>	30 days post hire	PageUp	FTE/ST/HT/AF	<b>X</b>	Dave Orr	1 year
<b>Hazard Communication</b>	30 days post hire	PageUp	FTE/ST/HT/AF	<b>X</b>	Dave Orr	1 year
<b>Family Educational Rights and Privacy Act (FERPA): Confidentiality of Records</b>	30 days post hire	PageUp	FTE/ST/HT/AF	<b>X</b>	Col Christopher Moore	3 years
<b>Darkness 2 Light</b>	30 days post hire	PageUp	FTE/ST/HT/AF/GA	<b>X</b>	Fallon Walker	5 years

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

**ANNEX B**  
**MANDATORY TRAINING REQUIREMENTS**  
**(Based on position, duties or activities)**

<b>Required Trainings for Specific Employees</b>	<b>Completion Time</b>	<b>Location</b>	<b>Employee Type</b>	<b>POC /SME</b>	<b>Training Good For</b>
<b>Campus Security Authority (CSA)</b>	30 days post hire	PageUp	Specific Employees	Capt Odom	1 year
<b>Payment Card Industry (PCI)</b>	30 days post hire	PageUp	Any employee with financial access	Jeff Wells	1 year
<b>Bloodborne Pathogens Exposure Prevention</b>	30 days post hire	PageUp	Specific Employees	Dave Orr	1 year
<b>Personal Protective Equipment (PPE)</b>	30 days post hire	PageUp	F&E Employees	Dave Orr	1 year
<b>Asbestos Awareness</b>	30 days post hire	PageUp	F&E, HVAC, Electrical, Zone Maintenance Shops	Dave Orr	3 years
<b>Back Injury and Lifting</b>	30 days post hire	PageUp	Specific Employees	Dave Orr	3 years
<b>Lead Safety Awareness</b>	30 days post hire	PageUp	F&E, HVAC, Electrical, Zone Maintenance Shops	Dave Orr	3 years