

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Memorandum 5-125, dated 5 February 2018, Memorandum 6-125, dated 11 January 2016 and all previous versions are rescinded.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

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

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