



Policy Title:	Mandatory Training
Policy Number:	FAST-245
Revision Date:	July 2018
Policies Superseded:	None
Policy Management Area(s):	Training, Development, and Service Excellence

SUMMARY

All employees of Coastal Carolina University are required to complete a series of mandatory and compliance trainings in order to provide a safe work environment and ensure legal and regulatory compliance.

POLICY

- I. All employees of Coastal Carolina University are required to complete a series of mandatory and compliance trainings. The mandatory training for all employees includes New Employee Orientation and other trainings as determined by the Office of University Compliance.
 - a. Online training courses can be accessed through the campus online learning platform.
 - b. In-person trainings can be registered for by going to the Training, Development and Service Excellence (TDSE) registration page.
 - c. Supervisors are responsible for ensuring that the employee is aware of mandatory trainings and ensuring their completion within the timeframe specified for each training. The initial notification sent to employees by TDSE may take up to 2 weeks. If an employee has not received their initial notification within 2 weeks, they should contact traininganddevelopment@coastal.edu.
 - d. In order to successfully complete each training, employees must adhere to the passing score guidelines and/or acknowledgement statement.
 - e. University volunteers may be required to complete specified trainings as determined by the Office of University Compliance.
 - f. Exemption from completion of General Safety Training courses may be granted if an employee is not required to be on campus. Exemptions are evaluated on a case-by-case basis and must be approved by the Environmental Health and Safety department.

- II. Job-specific mandatory training requirements may also be required as referenced in the Mandatory Training Matrix link on the Training and Development website.

- III. New Employee Orientation (NEO) is required of all new staff members within a month of their hire date.
 - a. Request for exceptions to this policy should be made to the Executive Director of Training, Development and Service Excellence.
 - b. Employees designated as Temporary Staff will be required to participate in an Online New Employee Orientation. This Online New Employee Orientation must be completed within 30 days of initial notification.
 - c. Supervisors are responsible for relaying all orientation information to their new hire.