



## Policy # 53017

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### EMPLOYEE COMPLIANCE TRAINING

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**Effective Date:** June 19, 2009

**Revised Date:** December 1, 2023

**Responsible Office:** Office of Human Resources Mgt., Compliance Office, Office of Safety and Risk Mgt. and Office of Civil Rights & Title IX

**Division:** Operations

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#### I. PURPOSE/OBJECTIVE

To ensure that employees maintain compliance with Louisiana Division of Administration, University of Louisiana System, Louisiana Department of Civil Service, Title VII and other federal regulatory laws and statutes.

#### II. STATEMENT OF POLICY

Training is provided to all employees (classified, faculty, and unclassified) and all outsourced companies that have employees working on the Grambling State University campus to satisfy legal obligations and other responsibilities. Mandatory training is provided in a variety of subjects including but not limited to: preventing workplace violence, drug free workplace and drug testing, discrimination, harassment, sexual harassment, Americans with Disabilities Act (ADA), return to work policy, supervisory training and safety issues. All employees are required to complete the training. Attendance records will be maintained for mandatory face-to-face training. Training is mandatory and failure to attend will result in a sanction for non-compliance.

- A. All Employees are required to complete and pass the assessment for the following courses annually no later than 06/30 or within the first 30 days of hire. These Web Based Training (WBT) courses are available via the State of Louisiana Enterprise Resource Planning System portal:

Code of Ethics for Public Servants-*Annually*

CPTP Preventing Sexual Harassment-*Annually*

CPTP Preventing Violence in the Work Place for Non-Supervisors-*Within 30 days of hire*

CPTP SCS ADA Compliance- *Within 30 days of hire*

CPTP SCS Cybersecurity Awareness- *Within 30 days of hire*

ORM Blood Borne Pathogens-*Every five years*

ORM Defensive Driving-*Every three years*

G.S.U Canvas: Power-Based Training-*Annually*

- B. All Supervisors (Unclassified and Classified) are required to complete and pass the assessment for the following courses available via the State of Louisiana Enterprise Resource Planning System portal.

CPTP SCS Preventing Sexual Harassment (PSH)for Supervisor – WBT-**Annually**  
CPTP Preventing Violence in the Work Place for Supervisors – WBT- **Within 30 days of hire**

**Core Courses-Within 60 Days of appointment into Supervisory Group 1 Position (Police Sergeant, Police Lieutenant, Communications Officer Supervisor and Custodian Supervisor 1)**

Civil Service Essentials for Supervisors – WBT  
Common Myths That Affect Good Supervision - WBT  
CPTP FMLA –WBT  
Diversity Awareness – WBT  
Hiring and Retaining Top Talent - WBT  
Leave Management - WBT  
Validating Employee Performance - WBT  
2015 Supervisory Core Group Capstone Workshop (1 Day)

**Supervisory Group 1 Position (Police Sergeant, Police Lieutenant, and Custodian Supervisor 1) - Within 2 years of appointment into Supervisory Position**

Building Trust - WBT  
Change Management – WBT  
Communicating Top Down Messages – WBT  
Delegating Effectively - WBT  
Emotional Intelligence 1 - WBT  
Inspirational Leadership - WBT  
Managing and Improving Work Processes - WBT  
Peer-to-Peer Conflict - WBT  
Supervisory Group 1 Capstone Workshop (1 Day)

- C. All employees in Safety Sensitive jobs (Nurses, Police Officers, and Skilled Workers-Carpenters, Electricians, Maintenance Repairers, Mobile Equipment Operators, Trades Apprentice)

ORM Blood Borne Pathogens-**Face to Face Training Annually**

- D. All Employee Travel Card Holders must register, complete and pass the assessment with at least 90% for the following course via State of Louisiana Enterprise Resource Planning System portal-**Annually no Later than 7/31**

OSP Travel Card Cert Cardholder

- E. All Employee Travel Approvers must register, attend, complete and pass the assessment for the following course via State of Louisiana Enterprise Resource Planning System portal-**Annually**

OSP Travel Card Cert Card Approver

### **III. SANCTIONS/DISCIPLINARY ACTIONS FOR NON-COMPLIANCE**

It is the responsibility of each employee to comply with the established mandatory training and deadline. It is the responsibility of each Supervisor to notify all subordinates of the mandatory training and deadline.

Failure to comply with training will result in the following:

- 1<sup>st</sup> Offense-Verbally Warning
- 2<sup>nd</sup> Offense-Written reprimand
- 3<sup>rd</sup> Offense-Needs Improvement/Unsuccessful rating on the expectations of compliance training
- 4<sup>th</sup> Offense-Ineligible for next increase

**III. REVISION/REVIEWED**

October 29, 2020 - Revised