



Policy # 53017

EMPLOYEE COMPLIANCE TRAINING

Effective Date: January 15, 2018

Revised Date: October 29, 2020

Responsible Office: Equal Employment Opportunity and Human Resources

Division: Operations

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 (faculty, classified 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: 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 new and continuing employees are required to complete online trainings which are scheduled annually. Completion records will be maintained. Trainings are mandatory and failure to attend may result in a sanction for non-compliance.

- A. All supervisors (unclassified and classified) are required to complete and pass the assessment for assigned courses available via the Louisiana Employee Online (LEO) Training portal within thirty (30) days of notification of the approval of this policy.
- B. All new supervisors (unclassified and classified) are required to complete and pass the assessment for assigned courses available via the LEO Training portal.
- C. All employees are required to complete and pass the assigned assessment courses via the LEO Training portal: Blood Borne Pathogens, Defensive Driving, Ethics, Preventing Sexual Harassment, and Professionalism in the Workplace
- D. All employee Travel Card holders must complete and pass the assessment with at least 90% for assigned course(s) via the LEO Training portal Travel Card Cert Cardholder.

- E. All employee travel approvers must register, attend, complete and pass the assessment for courses assigned via the LEO Training portal Travel Card Cert Card Approver.

III. SANCTIONS/DISCIPLINARY ACTIONS FOR NON-COMPLIANCE

It is the responsibility of each supervisor to ensure all subordinates comply with the established mandatory training deadlines. Failure to comply with training may result in the following:

1. Written Reprimand (copy to personnel file)
2. Needs Improvement/Unsuccessful rating on the supervisory expectations of Annual Evaluation
3. Demotion into a non-supervisory position
4. Termination (for continued violations of non-compliance to training)