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## **EMPLOYEE COMPLIANCE TRAINING**

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**Effective Date: June 19, 2009**

**Revised Date: March 1, 2015**

**Responsible Office: EEO/Wage & Salary**

**Division: President**

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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 (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. Multiple sessions are scheduled annually. All new employees are required to attend and continuing employees are required to attend once every three years. Attendance records will be maintained. This training is mandatory and failure to attend will result in a sanction for non-compliance.

- A.** All Supervisors (Unclassified and Classified) are required to complete and pass the assessment for the following courses available via the Louisiana Employee Online (LEO) Training portal within thirty (30) days of notification of the approval of this policy.

**6 Core Courses-**

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

**9 Supervisory Group 1 Courses-**

- Ethical Behavior in the Workplace (1 Day) or Building Trust - WBT
- Managing and Improving Work Processes (1 Day) or Managing and Improving Work Processes - WBT
- Change Management – WBT
- Communicating Top Down Messages - WBT
- Emotional Intelligence 1 - WBT
- Inspirational Leadership - WBT
- Situational Leadership 1 - WBT
- Plus 1 elective from the following choices:
  - Delegating Effectively - WBT
  - Peer-to-Peer Conflict - WBT
  - Developing Effective Teams (Part 1) (1 Day)
  - 2015 Supervisory Group 1 Capstone Workshop (1 Day)

***9 Supervisory Group 2 Courses-***

Developing a Motivated Workgroup (1 Day) Or Organizational Dynamics - WBT  
Emotional Intelligence 2 - WBT  
Ethical Leadership - WBT  
Prioritizing Tasks with Agency Mission and Values - WBT  
Situational Leadership 2 - WBT  
Strategic Thinking - WBT  
Work-life Balance: Balancing Your Life - WBT  
Plus 1 elective from the following choices:  
Conflict Management - WBT  
Critical Thinking - WBT  
Developing Effective Teams (Part 2) (1 Day)  
2015 Supervisory Group 2 Capstone Workshop (1 Day)

***Performance Evaluation System-***

CPTP PES Basics  
CPTP PES Planning Process  
CPTP PES Evaluation Process

- B.** All New Supervisors (Unclassified and Classified) are required to complete and pass the assessment for the following courses available via the Louisiana Employee Online (LEO) Training portal.

***6 Core Courses- 1 Year***

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

***9 Supervisory Group 1 Courses- 2 Years***

Ethical Behavior in the Workplace (1 Day) or Building Trust - WBT  
Managing and Improving Work Processes (1 Day) or Managing and Improving Work Processes - WBT  
Change Management – WBT  
Communicating Top Down Messages - WBT  
Emotional Intelligence 1 - WBT  
Inspirational Leadership - WBT  
Situational Leadership 1 - WBT  
Plus 1 elective from the following choices:  
Delegating Effectively - WBT  
Peer-to-Peer Conflict - WBT  
Developing Effective Teams (Part 1) (1 Day)  
2015 Supervisory Group 1 Capstone Workshop (1 Day)

***9 Supervisory Group 2 Courses- 1 Year***

Developing a Motivated Workgroup (1 Day) Or Organizational Dynamics - WBT  
Emotional Intelligence 2 - WBT  
Ethical Leadership - WBT  
Prioritizing Tasks with Agency Mission and Values - WBT  
Situational Leadership 2 - WBT  
Strategic Thinking - WBT

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Work-life Balance: Balancing Your Life - WBT  
Plus 1 elective from the following choices:  
Conflict Management - WBT  
Critical Thinking - WBT  
Developing Effective Teams (Part 2) (1 Day)  
2016 Supervisory Group 2 Capstone Workshop (1 Day)

***Performance Evaluation System-***

CPTP PES Basics  
CPTP PES Planning Process  
CPTP PES Evaluation Process

- C.** All Employees are required to complete and pass the assessment for the following courses available via the Louisiana Employee Online (LEO) Training portal:
- Blood Borne Pathogens
  - Defensive Driving
  - Ethics
  - Preventing Sexual Harassment
  - Professionalism in the Workplace
- D.** All Employee Travel Card Holders must register, attend, complete and pass the assessment with at least 90% for the following course via Louisiana Employee Online (LEO) Training portal
- OSP Travel Card Cert Cardholder
- E.** All Employee Travel Approvers must register, attend, complete and pass the assessment for the following course via Louisiana Employee Online (LEO) Training portal
- OSP 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 will 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)