

Shawnee State University

POLICY TITLE:	EMPLOYEE, ATHLETICS, AND STUDENT LEADER TRAINING
POLICY NO.:	5.47
ADMIN CODE:	3362-5-47
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	11/21/2025
NEXT REVIEW DATE:	11/2030
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

It is essential that the University maintains a well-trained workforce and student leadership to uphold the highest level of ethics and professionalism, and to ensure compliance with federal, state, and local laws and regulations; and with University policies and procedures. Training on general subjects applicable to higher education benefit the entire campus community, whereas particular training requirements may apply to University administrators and staff who primarily serve students, including mentors and club advisors; athletics coaches and staff; student members of Greek organizations and other University-supported organizations and clubs; and student employees. This policy directs the Executive Staff and their delegates to develop, monitor, and implement training programs appropriate for the University as a whole and role-specific training to target audiences as needed.

2.0 DEFINITIONS

- 2.1 As used in this policy, “employees” include all full and part-time faculty and staff, adjunct faculty, student employees, and volunteers who directly work with students.
- 2.2 “Student leaders” include part-time or full-time University students with official roles such as President, Vice-President, Treasurer, or Secretary of University-supported student clubs and organizations, including Greek organizations.
- 2.3 “Student employees” include part-time or full-time University students who hold a position of employment with the University, whether work-study or otherwise.
- 2.4 “Executive Staff” includes the President, Vice Presidents, Provost, Deans, Chief Operating Officer, other Chief-level positions, and General Counsel.

3.0 TRAINING

- 3.1 The Executive Staff will commit to developing and providing training in such a manner that employees and student leaders understand their obligations and responsibilities in accordance with legal and University requirements.

- 3.2 Training of employees will begin with new employee orientation which will be provided as soon as feasible after the start of employment. New employee orientation will cover the most significant issues of university employment, including ethics, Title IX, confidentiality of student information, information security, fraud reporting, payroll, and financial accountability. After new employee orientation, employee training will be ongoing on issues that affect employees as a whole and specific roles. Training of student leaders will begin before or as soon as possible after the start of a leadership role. Employees and student leaders will be required to complete renewal training on a regular and ongoing basis as assigned. Training programs discussed in this section will be added, changed, or removed as it is deemed appropriate or necessary.
- 3.3 Department managers are responsible for ensuring that employees within their work unit complete required training.
- 3.4 Completion of training is considered a work requirement. Time that an employee spends on university-wide training, role-specific training, or specialized training will be deemed work time.
- 3.5 Employees who fail to follow this policy may be subject to disciplinary action as set forth in University policies and procedures or a collective bargaining agreement, as applicable.

4.0 PROCEDURES

The President is authorized to enact procedures to address specific training requirements and to further carry out the purposes of this policy.

History

Effective: 11/21/2025

Applicable Procedures: Procedure 5.47:1 Athletic Department Staff and Administration Annual Required Training
Procedure 5.47:2 Onboarding & Recurring Training for All Employees
Procedure 5.47:3 Student Organization Training