PROCEDURE TITLE:	ONBOARDING & RECURRING TRAINING FOR ALL EMPLOYEES
PROCEDURE NO.:	5.47:2
RELATED POLICY:	5.47
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR:	DIRECTOR OF HUMAN RESOURCES
EFFECTIVE DATE:	11/21/2025
NEXT REVIEW DATE:	11/2030
APPROVED BY:	PRESIDENT

1.0 INTRODUCTION & PURPOSE

Shawnee State University is committed to offering training courses that clarify expectations and responsibilities for all employees, uphold the highest standards of professionalism, ethics, and regulatory compliance, and establish risk management practices. This procedure serves to amplify and implement Policy 5.47, Employee, Athletics, and Student Leader Training, approved by the Board of Trustees.

2.0 SCOPE

2.1 This procedure outlines the compliance and professional conduct training required upon hire and on an ongoing basis, specialized training for those who work directly with students, and foundational workplace training for student employees. Job-specific training not covered by this procedure will be coordinated by Human Resources and/or managers and required as needed.

2.2 This procedure applies to all university employees, including temporary, intermittent, and student employees.

2.3 Training requirements will vary by role; temporary, intermittent, and student employees may be excluded from select courses, as determined by Human Resources.

3.0 ONBOARDING & RECURRING TRAINING

The university will provide compliance and professional conduct training to employees according to the tables below:

Compliance Training

Training Topics	Due (Based on Date of Hire or Assignment Date)	Frequency	Responsible Administrator/ Format
Auditor of State Fraud Training	30 Days	Every 4yrs	Controller/Online
State of Ohio Ethics	30 Days	Annual	General Counsel/ In-Person & Online

Campus Safety & Active Response	30 Days	Annual	Director of Public Safety/ In-Person
Clery Act for Campus Security Authorities (CSAs)	90 Days	Every 2yrs	Director of Public Safety/ In-Person
Cybersecurity: Data Privacy and Safe Computing	30 Days	Annual	Director of IT Operations/ In-Person & Online
Cybersecurity: Responding to Data Breaches	90 Days	Once	Director of IT Operations/ Online
Cybersecurity: Data Classification and Handling	90 Days	Once	Director of IT Operations/ Online
FERPA (Family Educational Rights and Privacy Act)	30 Days	Annual	Registrar/Online
Title IX Compliance (Education Amendments of 1972)	30 Days	Annual	Assistant General Counsel/ In-Person & Online
Ohio Public Records	30 Days	Once	Assistant General Counsel/ In-Person
Americans with Disabilities Act (ADA)	30 Days	Once	Director of Human Resources/ In-Person & Online
Racial, Religious, and Ethnic Harassment and Intimidation (CAMPUS Act)	30 Days	Once	Assistant General Counsel/ In-Person & Online

Note: Requirement is based on role - temporary, intermittent, and student employees may be excluded, as determined by Human Resources

Professional Conduct Training

Training Topics	Due (Based on Date of Hire or Assignment Date)	Frequency	Responsible Administrator/ Format
The Evolution of Customer Service in Higher Ed & How to be Student Ready	60	Every 2yrs	Director of Human Resources/ Online
"Bear Minimum" Performance Expectations	60	Every 2yrs	Director of Human Resources/ In-Person
Communicating Across Cultures	60	Every 2yrs	Director of Human Resources/ In-Person
Conflict De-escalation & Civility	60	Every 2yrs	Director of Human Resources/ In-Person
Managing Difficult Conversations	60	Every 2yrs	Director of Human Resources/ In-Person
Conflict Resolution Refresher	60	Every 4yrs	Director of Human Resources/ In-Person

Note: Requirement is based on role - temporary, intermittent, and student employees may be excluded, as determined by Human Resources

4.0 TRAINING FOR INDIVIDUALS SUPERVISING STUDENTS OR PRIMARILY SERVING STUDENTS

The university will provide specialized training to individuals who supervise students or serve in student-facing roles. The training will be offered according to the following table:

Training Topics	Due (Based on Date of Hire or Assignment Date)	Frequency	Responsible Administrator/Format
Leadership in Higher Ed	30	Every 2yrs	Director of Human Resources/ Online
Boundary Setting & Professional Conduct	30	Every 2yrs	Director of Human Resources/ In-Person
Minors on Campus	30	Every 2yrs	Director of Human Resources/ In-Person
Anti-Hazing	30	Annual	Director of Student Engagement/ Online

5.0   TRAINING FOR STUDENT EMPLOYEES

The university will provide student employees with foundational workplace training according to the following table:

Training Topics	Due (Based on Date of Hire or Assignment Date)	Frequency	Responsible Administrator/ Format
Workplace Professionalism 101 (Includes "Bear Minimum" Performance Expectations)	30	Once	Associate Director of Career Services/ In-Person or Online
Teamwork	30	Once	Associate Director of Career Services/ In-Person or Online
Customer Service & Professional Language	30	Once	Associate Director of Career Services/ In-Person or Online
Communicating Across Cultures	60	Once	Director of Human Resources/ In-Person
Problem-Solving & Escalation	60	Once	Director of Human Resources/ In-Person
Conflict De-escalation & Civility	60	Once	Director of Human Resources/ In-Person
Managing Difficult Conversations	60	Once	Director of Human Resources/ In-Person

6.0   ROLES & RESPONSIBILITIES

6.1   Managers are responsible for ensuring all employees within their units attend and complete all required training.

6.2   Human Resources will collaborate with responsible administrators to implement training and monitor institutional compliance with this procedure.

7.0   CONDITION OF EMPLOYMENT

Completion of required training is considered part of an employee's performance.
Employees who fail to follow this procedure may be subject to a range of disciplinary action,
up to and including termination, in accordance with University policies and procedures,
employment contracts, or collective bargaining unit agreements, as applicable.

History
Effective: 11/21/2025