



HUMAN RESOURCES DESKTOP PROCEDURES

SECTION TITLE

EMPLOYEE COMPLIANCE TRAINING

NUMBER

2017-01

PAGE

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APPROVED BY:

Chief Human Resource Officer

DATE REVISED

December 08, 2023

PURPOSE

To define the process for ensuring that newly hired employees complete compliance training and that current employees are provided the College-wide designated refresher compliance training on a scheduled and ongoing basis.

PROCEDURE

Newly hired employees receive an email from FSCJ with instructions on how to access the required Compliance Training (under Quick Links for employees or Useful links for Faculty in myFSCJ). They are requested to complete the training within 30 days of their date of hire. Compliance training consists of four (4) Human Resources related courses and three (3) IT related courses.

The courses are:

- FERPA Basics
- Title IX and Sexual Misconduct Overview
- Connecting Compliance Training and College Policies (APM's)
- Preventing Workplace Harassment
- Procedures for Passwords and Cyber-Security
- New Hires Guide to Security Awareness
- Phishing Foundations

Procedure- Current Employees

Current employees will be required to complete refresher training every two years. They are requested to complete the refresher training within 30 days of notification. Refresher training will be assigned every two (2) years from the last completed training.

The courses are:

- FERPA Basics
- Preventing Workplace Harassment
- Title IX and Sexual Misconduct Overview
- Procedures for Passwords and Cyber-Security
- Phishing Foundations

Overdue Notifications

All compliance training and refresher training should be completed by their designated due date. For training not completed by the designated due date, the following communications are sent:

After fourteen (14) days, employees who have not completed training are sent an email from Training and Organizational Development ("TOD") stating that they have one or more overdue trainings and asking that they take immediate action.



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After thirty (30) days, a final email is delivered to both the employee and their supervisor stating that the trainings have not been completed and asking that they take immediate action.

After forty-five (45) days, if any training is not completed TOD sends an email to the Vice President of the business area with the name of the employee, and their supervisor, who has not completed the training. The email requests the Vice President's assistance in resolving the issue immediately.

At sixty (60) days, TOD provides the name of any employee having not completed the training to the Chief Human Resource Officer for further action and resolution.

IT Specific Training

The State of Florida requires IT Security training for all employees, which may occur annually. The content is subject to change to address the largest threats facing the College from year to year. As part of the Cyber Awareness Campaign, IT randomly tests the College's physical and employee security awareness, and may require further training based on the results.

Employee Group Defined

Neither Student Workers nor Contingent Workers are required to take the HR training courses. There are no exclusions to the training for the IT courses; training is provided to all persons with an FSCJ email address.

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