



THE UNIVERSITY of
NEW ORLEANS

Policy No:	AP-BA-52.2
TITLE:	Employee Mandatory Training
EFFECTIVE DATE:	April 1, 2015* (*Policy Revised, see below)
CANCELLATION:	
REVIEW DATE:	Spring 2018

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

PURPOSE

It is the policy of the University of New Orleans to comply with the training requirements of professional and regulatory agencies to include: The State Office of Risk Management, the Department of State Civil Service, the UL System Office, the University of New Orleans policies/procedures and applicable state and federal rules and regulations.

AUTHORITY

Authority for this document is derived from the University of Louisiana System Bylaws and Rules Part Two, Chapter III.

APPLICABILITY

This policy applies to all Faculty, Unclassified Staff, Classified Staff, Student Workers, Graduate Assistants, Period of Appointments, WAEs (When Actually Employed), and Gratis who have been assigned training as required by University Administration.

Classified employees occupying job titles that are on or added to the Civil Service lists of Supervisory Groups are required to complete additional training by the State Civil Service Board.

All employees, whether classified or unclassified, who hold licenses and certificates that are required for their position with the University must remain current and active in their licensures and/or certifications.

GENERAL POLICY

- A. All employees are required to complete mandatory training requirements annually (Calendar year). The annual mandatory training courses for all UNO employees consist of, but are not limited to: *Louisiana Ethics, Preventing Sexual Harassment, and Annual Policy Review.*
- B. All new employees are required to complete the training courses of *Louisiana Ethics, Preventing Sexual Harassment, and Annual Policy Review*, within 90 days of hire.
- C. All employees are required to have and maintain a knowledge and skill level sufficient to meet job requirements.

- D. Some employees are mandated by their professional regulatory organizations to complete a specified number of continuing education units. Employees are expected to comply with all professional mandates to keep their licenses and certifications current and valid.
- E. In accordance with Civil Service Rules and University of New Orleans policy, some supervisory employees in the classified system are required to complete specific supervisory training courses. These employees are given a completion date by Civil Service to comply. Civil Service Rules and University of New Orleans policy mandate minimal training based on job title and supervisory responsibilities. Three Supervisory Groups have been identified: Supervisory Groups 1, 2, and 3; for additional information on mandatory supervisory training for classified employees, [click here](#). All affected employees shall be expected to comply with this training and training deadlines.
- F. New classified supervisors will be required to complete the following Performance Evaluation System (PES) courses within 90 days of hire or promotion to the supervisory position:
 - CPTP PES Basics
 - CPTP PES Planning Process
 - CPTP PES Evaluation Process
- G. The University has the authority to require additional training when Administration perceives that the training will assist in the development of its workforce and preparation of University employees to meet present and future system wide needs (for example, quarterly safety meeting; student safety; building security; compliance; etc.).
- H. All vice-presidents, deans, section heads, managers, and supervisors will be held accountable to ensure their assigned employees comply with this policy.

CONSEQUENCES FOR NON-COMPLIANCE WITH ALL TRAINING

A. Classified Employees

1. Eligibility for any favorable personnel actions such as performance adjustments, reallocations, transfers, promotions, etc. shall be withheld until the employee complies with all training requirements.
2. Performance adjustments may be granted on the date that all training requirements are fulfilled after verification of completion of the training is received. However, the performance adjustment shall not be retroactive.
3. Employees who have not met the training requirements in compliance with this policy may also be reviewed for disciplinary action up to and including dismissal in accordance with University of Louisiana System Board of Supervisor's PPMs/Bylaws and Rules, and Civil Service Rules.

B. Unclassified Employees

1. Eligibility for any favorable personnel actions such as performance adjustments, reallocations, tenure advancement, transfers, promotions, etc. shall be withheld until the employee complies with all training requirements.

2. Annual performance adjustments may be granted on the date training requirements are fulfilled, once verification of completion is received. However, the performance adjustment shall not be retroactive.
3. Employees who have not met the training requirements in compliance with policy may also be reviewed for disciplinary action up to and including dismissal in accordance with the University of Louisiana System Board of Supervisor's Bylaws and Rules.

PROCEDURE

Each calendar year, Human Resource Management will remind employees of the annual mandatory training by means of email or other communication method.

All employees are required to complete the following **mandatory training once per calendar year**: *Louisiana Ethics Training, Preventing Sexual Harassment, and Annual Policy Review*. This training can be found on the UNO [Training Website](#).

Other mandatory training requirements will be addressed accordingly, such as Civil Service requirements as governed by Civil Service Rules, and continuing education requirements as specified by position descriptions, appointing authorities, UL System Bylaws and Rules, and state and federal regulations.

John W. Nicklow
President
University of New Orleans

**Policy Updates:
Revisions: 5/23/2017*