

## Executive Summary: Policy 336 Employee Mandatory Training—Deletion from Policy Process

<b>Date:</b>	November 18, 2019
<b>Sponsors:</b>	Linda Makin and Karen Clemes
<b>Stewards:</b>	Alan Drage (HR) and Jeremy Knee (University Compliance)
<b>Policy Process:</b>	Regular
<b>Policy Action:</b>	New Policy

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### November 21, 2019, President’s Council Update:

Based on Stage 2 feedback the sponsors and stewards received, they decided it best to pull the policy from the policy process. Mandatory employee training instead will be addressed as follows:

Policy 635 *Faculty Rights and Responsibilities*—a short section about training will be added to this policy at the end of Stage 2.

Policy 322 *Employment Responsibilities and Standards*—a short section about training will be added to this policy in Stage 1.

**Note:** Approved for entrance to Stage 1 on July 15, 2019.

### Issues/Concerns (including fiscal, legal, and compliance impact):

- University employees must navigate a variety of obligations imposed by law. Noncompliance with these obligations can expose individuals and the University to legal liability and reputational damage. To better safeguard the interests of the University and its employees, this policy will establish a framework for the management of university-wide mandatory trainings for university employees.
- The policy designates President’s Council as the UVU body that will approve mandatory trainings for employees and additional trainings for supervisors. Employees will also complete any required function-specific trainings applicable to their position.

- Employees will receive notice of their mandatory trainings and a deadline for completion, at least 60 days in advance of the due date.
  - Additional notices may be given at 30 days and 7 days in advance of the due date (or other intervals deemed appropriate by President’s Council). If an employee fails to complete a mandatory training course or program by the initial deadline, the employee and their supervisor will receive a follow-up notice informing them that they are out of compliance with this policy, and that continued noncompliance will escalate to disciplinary action unless they complete trainings within 30 days of the initial due date (or another timeframe deemed appropriate by President’s Council).
  - This non-compliance notice will instruct the supervisor to discuss the issue with the employee and to make arrangements for completing the mandatory training. If an employee fails to complete a mandatory training by the established deadline, the employee, immediate supervisor, and second-level supervisor will receive notification of the employee’s continued noncompliance. This notice will instruct the supervisor to begin disciplinary steps in coordination with the second-level supervisor and Human Resources.
- The policy will state the consequences for employees who fail to comply with mandatory trainings or required function-specific trainings, including disciplinary action up to and including termination.
- After receiving President’s Council approval, training requirements for employees will be set forth in a training schedule located on the Human Resources website.

**Requested Approval from President’s Council:** Stage 1 Regular Process

**Proposed Drafting Committee:** Jeremy Knee, Alan Drage, Daniel Delgadillo, Karen Clemes (with Kat Brown and Anne Arendt reviewing).

**Target Date for Stage 1 Regular Draft to Enter Stage 2: 8/22/2019**

**Target Date for Board of Trustees Approval: 12/5/2019**

**Projected Timeline:** [Leave blank. To be filled in by the Policy Office.]
