

# PROCEDURE MANUAL

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		Last Revision Date:	
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Section: Human Resources		Last Review:	01-22-2024
Subject: Mandatory Employee Training			

## **PURPOSE**

Provide development opportunities that enhance knowledge, develop skills, align with institutional priorities, and enrich the organization.

## **PROCEDURE**

The Human Resources Offices will publish and disseminate a required annual training list that may be adjusted as needed, and with notification.

1. *Mandatory Training or Development* is training or development that is required by the institution, and/or the supervisor, and must be completed by the designated deadline. Mandatory training is a work assignment and is generally completed during the employee's working hours. The following are considered Mandatory Training:
  - 1.1. *New Hire Training* is a collection of educational materials designed to help incoming employees learn more about their responsibilities at the College.
  - 1.2. *Recurring Training* is training that occurs annually to refresh an employee's knowledge about their responsibilities.
  - 1.3. *Role-Dependent Training* is training that is geared towards equipping an employee with the resources and skills needed for a specific position.
  - 1.4. *Improvement Training* is training that may be determined by supervisors to assist employees who have demonstrated a need for additional training or upskilling in a particular area.
2. Failure to complete the Mandatory Training within the designated due date may result in disciplinary action, which may include:
  - 2.1. Restriction or suspension of AWC account including but not limited to online tools, platforms, or applications.
  - 2.2. Further disciplinary action up to and including separation of employment.