	HUMAN RESOURCES DESKTOP PROCEDURES		
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	Employee Compliance Training	2019-01	1
	APPROVED BY:	DATE REVISED	
Chief Human Resource Officer	January 10, 2020		

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 on-going basis.

Procedure

Newly hired employees receive an email from FSCJ with instructions on how to access the required Compliance Training (under Quick Links in myFSCJ). They are requested to complete the training within 30 days of their date of hire. Compliance training consists of two (2) Human Resources related courses and seven (7) IT related courses. The courses are:

- Campus Aware: Sexual Violence Prevention
- Preventing Workplace Harassment for Employees
- Security Awareness Fundamentals
- Insider Threat
- FERPA
- Spot the Phish Game
- Phish Alert Button

After 14 days, employees who have not completed the training are sent a system generated reminder email.


After 21 days, employees who have not completed the training are sent a system generated reminder email that is copied to their manager.

At 31 days, a final system reminder is delivered to both the employee and their manager stating that the training has not been completed and asking that they take immediate action.

After 45 days, if the training is not completed Training and Organizational Development (TOD) sends an email to the Vice President of the business area (with a copy to the employee’s manager and Chief Human Resource Officer) with the name of the employee who has not completed the training. The email requests the Vice President’s assistance in resolving the issue immediately.

At 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.

Starting in January of 2020, most current employees hired prior to January of 2018 will receive two of the courses listed above: *Campus Aware: Sexual Violence Prevention* and *Preventing Workplace Harassment for Employees*. These will serve as refresher training for courses completed previously with different vendors.

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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.