



**Angelo State University**  
**Operating Policy and Procedure**

**OP 52.08: Compliance Training**

**DATE:** March 17, 2020

**PURPOSE:** The purpose of this Operating Policy and/or Procedure (OP) is to establish the employee compliance training program for equal employment, sexual harassment ethics, and minor protection.

**REVIEW:** This OP will be reviewed in September every five years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by October 15<sup>th</sup> of the same year.

**POLICY/PROCEDURE**

**1. Equal Employment Opportunity (EEO) Standards Training**

By state law, institutions of higher education must provide training to each new employee on policies and procedures regarding employment discrimination and sexual harassment no later than 30 days after the date of hire. In addition, supplemental training is required for each employee every two years after employment. Employees are required to complete this training online using Blackboard. After the employee has completed this training, Blackboard will record the employee's electronic signature. This electronic signature will be recorded in the employee's personnel file kept by the Office of Human Resources. The minimum standards are determined by the Texas Workforce Commission (Commission).

**2. Equal Employment Opportunity (EEO) Compliance Training**

By state law, institutions of higher education that receive three or more discrimination complaints with merit in a fiscal year must provide comprehensive EEO training to managers and supervisors. The training may be provided by the Commission or by a person or agency approved by the Commission, including a state agency. If the training is not provided by the Commission, documentation verifying this training must be provided to the Commission. The documentation should include the dates that the training was provided, the names of the persons attending the training, an agenda for the training program, and the name of the entity or person providing the training. The minimum standards for training are determined by the Commission.

**3. Compliance Training Required By The University**

In addition to the state-required training on employment discrimination and sexual harassment, Angelo State University requires additional training on ethics and standards of conduct. This training will be conducted for newly hired employees during the new employee orientation. Supplemental training is required for every employee every two years.

[Major revision: March 17, 2020]

All compliance training for employment discrimination, sexual harassment and ethics and standard of conduct will be conducted by the Office of Human Resources.

#### **4. Technology and Cybersecurity Training**

The university must provide employees who handle sensitive information, including medical, financial, personnel, or student data with cybersecurity training that coincides with the distribution of data use agreements by Texas Government Code, Section 2054.135, and each biennial update of those agreements.

Employees who use a computer to complete at least 25 percent of their required duties are subject to complete a cybersecurity program certified by the Department of Information Resources.

Please refer to [OP 44.03 Awareness and Training](#) for more information.

#### **5. Minor Protection Training**

Angelo State operates its youth camps and other activities involving minors in a safe and lawful manner free from any form of child abuse or molestation (including physical, mental, or sexual) and in such a manner to earn and maintain the public's trust. As such, Angelo State operates its youth camps and other programs involving minors in compliance with applicable laws, including Texas Education Code Chapter 51, Subchapter Z, Section 51.976; Texas Administrative Code Title 25, Part 1, Chapter 265, Subchapter N; and other applicable laws.

A youth camp, or program for minors, is defined as an educational, athletic, and recreational or other activity or event operated or sponsored by the university at any location or by a third party on university property in which one or more minors (younger than 18) participate for all or part of more than one day or an event with an overnight stay.

All camp employees and university employees who have contact with minors at a campus program or program operated by the university must be trained and certified in sexual abuse and child molestation awareness. The training and certification provided will be administered by the Office of Human Resources and approved by the Texas Department of State Health Services (DSHS). These employees must verify that they have successfully completed the training and certification program within the preceding two (2) years of their hire date.

#### **6. Training and Education Programs**

Angelo State may allow an employee to attend a training or education program if the training and education is related to the employee's duties. If an employee seeks reimbursement for a training or education program offered by the university, the employee must successfully complete the course to become eligible under the Employee Tuition Exemption Program.

For more information about the Employee Tuition Assistance Program, please visit [https://www.angelo.edu/dept/human\\_resources/benefits/tuition\\_exemption.php](https://www.angelo.edu/dept/human_resources/benefits/tuition_exemption.php).