

Mandatory Training Schedule

All employees¹ are required to participate in mandatory training each fiscal year. Training is a UH System requirement and considered a minimum job expectation of all employees and required for merit eligibility². The training is intended to provide employees with the information necessary to be aware of compliance and fraud issues as well as to help instill practices that ensure compliance with relevant laws, regulations and university policy.

The roster of required classes is shown in the table below. The Office of Training and Development assists in monitoring employee training and is available to help answer any questions you may have. The training schedule and content is updated as requirements or courses change or added.

Course Name	Frequency	Requirement	How Offered	Comments
Campus Security Authority Training	Annually	Role Based: Police Staff or employees responsible for campus security; personnel providing access control and/or security at campus facilities, athletic events or other special events and other similar positions; employees with significant responsibility for student and campus activities; employees whose job functions involve relationships with students.	Online	The Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act requires all employees categorized as Campus Security Authorities to report all crimes reported to them, on a timely basis, to University Police or to the Title IX Coordinator.
Cash Handling Training	Annually	Role Based: Any employee who accepts cash or checks or has access to a Change Fund; all employees who handle monies for sports events.	Online	Part of UHV internal controls. ² Required training to comply with UH System Administrative Policy.
Child Protection Training	Annually	All UHV employees will be required to complete this training course beginning FY17.	Online	Texas Education Code 51.976 requires individuals who will have contact with minors at certain limited campus programs to receive specific training on preventing sexual abuse and child molestation in order for the campus program to be operated by or on the campus of an institution of higher education. The purpose of this policy is to comply not only with the minimum legal requirements of Texas Education Code 51.976, but also ensure all campus programs for

MANDATORY TRAINING SCHEDULE

				minors are conducted in a manner that is as safe as possible.
Consulting and Related Party Disclosure Reporting	Annually (Calendar year)	All Full time Faculty and Professional Staff; any employee who can influence purchasing decisions, has cost center signature authority or has a procurement card.	Online	To comply with UH System Policy 02.A.10 and 03.A.17 for disclosure of Related Party or other potential conflicts of interest. Includes anyone who can influence purchasing decisions, has cost signature authority or has a procurement card. Consulting disclosure related to certain Academic Staff, including principal investigators, and any others responsible for the design, conduct, or reporting of research or educational activities.
Credit Card Data Security	Annually (New employees within 30 days)	Role Based: Employees who accept credit cards for processing payments; Also, employees who hold procurement or travel cards, and employees who prepare GCMS credit card expenditure logs	Online	To comply with Payment Industry internal control standards to prevent fraud and protect sensitive card data.
Credit Card Processing	Annually (New employees within 30 days)	Role Based: Employees (and supervisors) who accept credit card processing payment. Also employees who prepare GCMS credit card expense logs for other credit card holders. And, all employees with V+POS access.	Online	To comply with Payment Card Industry internal control standards to prevent fraud and protect sensitive card data.
Defensive Driving	Every three years.	Role Based: Personnel who are required to drive University owned vehicles as part of their job duties	Offsite. Contact Business Services department for schedule.	Employees who operate state-owned vehicles on university business are required to complete a state-approved defensive driving course to increase driver safety awareness and reduce employee injuries and university liability. UHV Policy F-2 requirement.

Notes: 1. Employees include all fulltime, part time staff and faculty; part time and temporary employees, adjuncts and student workers.

2. UH System Administrative Memorandum 02.A.11 Staff Performance Appraisals, and SAM 02.A.26.

Revised 9/2016

MANDATORY TRAINING SCHEDULE

Course Name	Frequency	Requirement	How Offered	Comments
Employee Discrimination/Sexual Misconduct	Annually (New employees within 30 days)	All Faculty and Staff	Online	To comply with Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Acts of 1964, and Section 304 of the Violence Against Women Reauthorization Action of 2013 (also known as the Campus Sexual Violence Elimination Act (Save Act)); Texas Labor Code §21.010.40 and the Texas Administrative Code §819.24, and other state codes.
Ethics, Compliance, and Fraud Awareness	Annually (New employees within 30 days)	All Faculty and Staff	Online	To comply with the Governors' Executive Order RRP-36 regarding the prevention of fraud and waste in State agencies. Also, U.S. Federal Sentencing Guidelines, as amended in 2004 by the Sarbanes-Oxley Act. Requires periodic training of employees in workplace ethics and compliance.
FERPA	Annually (New employees within 30 days)	All Faculty and Staff	Online	The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States federal law codified at 20 U.S.C. §1232g, with implementing regulations in title 34, part 99 of the Code of Federal Regulations.
Property Management	Annually	Role Based: Staff who have been designated as property managers	Online	To comply with State Accounting Policy and Procedures Manual and the UHS Administrative Memoranda.
ProCard Cardholder Training	Annually (New employees within 30 days.)	Role Based: Employees who have or will be issued a UHV credit card.	Online	Part of University internal controls program. Trains cardholders in applicable policy and procedures related to the campus procurement card program.
Purchasing Training	Annually	Role Based: Any employee who processes, approves requisitions or has a ProCard	Online	Internal Auditing recommended training. Required by UHV Campus Purchasing Policy E-1.
Red Flag Rules	Annually	Role Based: Appropriate staff determined by department head or administrator, within those departments that	Online	2003 Fair and Accurate Credit Transaction Act (FACT Act). The FACT Act requires financial institutions and creditors to implement identity theft prevention programs.

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Revised 9/2016

MANDATORY TRAINING SCHEDULE

		have covered account. (“Covered Accounts” are customers who are creditors because they allow individuals to defer payment for goods or services.		
Secure Our Systems	Annually (New employees within 30 days)	All Faculty and Staff	Online	Consists of: <ul style="list-style-type: none"> • General Security Awareness • Gramm-Leach-Bliley Act
UHS Data Use Agreement	Annually (New employees within 30 days)	All Faculty and Staff	Online	To comply with State law SB §1877.
UHV Campus Carry	Once FY17 (New employees within 30 days)	All Faculty and Staff	Online	To comply with UHV’s Executive Committee’s request for all employees to be aware of the Campus Carry policy and procedures as stated in UHV Administrative Policies and Procedures A-45.
UHV Policies Overview	Once (within 30 days)	New Employees	Online	To raise awareness of UHV policies and procedures for all newly hired employees.

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