



**Angelo State University
Operating Policy and Procedure**

OP 52.08: Compliance Training

DATE: May 25, 2011

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

REVIEW: This OP will be reviewed in January of odd numbered years by the director of human resources with recommended revisions forwarded through the vice presidents to the president by February 15 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 sign a statement that verifies attendance at this training. Signed attendance statements will be recorded in the employee's personnel file kept by the Office of Human Resources.

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 shall be provided by the Civil Rights Division of the Texas Workforce Commission or by a person or agency approved by the Civil Rights Division. If the training is not provided by the Civil Rights Division, documentation verifying this training must be provided to the Civil Rights Division. 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 Texas Workforce 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 new hired employees during the new employee orientation. Supplemental training is required for every employee every two years.

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