



New Hire and Annual Employee Training Policy

Category: Recruitment & Appointment

Policy Number: 2.04

Effective Date: 01/01/2026

1. Policy Statement

To ensure compliance with federal and state laws, promote safety, and support a welcoming and professional workplace, this policy outlines the mandatory training requirements for all newly hired employees and annual refresher training requirements for all continuing employees within the Arkansas State University System (ASU System).

All employees must complete mandatory training as part of their onboarding process and on an annual basis thereafter. Training promotes awareness, legal compliance, risk mitigation, and alignment with ASU System values.

Completion of the mandatory training required by this policy is a condition of employment within the ASU System and is subject to verification.

2. Policy Details

I. Applicability, Exceptions, and Accommodations

- A. This policy applies to all newly hired employees and all continuing employees within the ASU System, regardless of whether the position is designated as faculty or staff, fulltime or part-time, or whether the position is permanent, temporary, or provisional.
- B. Requests for disability and religious accommodations may be presented to the Human Resources department or Title IX Coordinator, as applicable, at each individual ASU System institution and will be considered in accordance with state and federal law.

- C. Subject to approval by the ASU System Vice President for Human Resources, the chancellor of an ASU System institution may implement a modified training list for adjunct faculty and part-time employees.

II. Required Training Programs

- A. Within thirty calendar days following a new employee's official start date, and annually during each calendar year thereafter, every employee within the ASU System shall complete a prescribed training course in each of the following subjects:

1. Nondiscrimination Law and Policy
2. Title IX
3. Anti-Hazing Law and Policy
4. Family Educational Rights and Privacy Act (FERPA)
5. Drug-Free Workplace
6. Arkansas Child Maltreatment Act
7. Arkansas Freedom of Information Act
8. Conflict of Interest/Conflict of Commitment
9. Information Technology/Data Security
10. Active Shooter Awareness and Response

III. ASU System Operating Procedure

- A. The ASU System Vice President for Human Resources shall develop and recommend to the ASU System President for adoption an ASU System operating procedure to implement this policy.
- B. The operating procedure should establish a uniform slate of courses in the subject areas identified in this policy to be implemented at all institutions throughout the ASU System. However, the ASU System Vice President for Human Resources may leave the selection of the active shooter awareness and response course for each ASU System institution to the discretion of that institution's police chief or highest ranking security officer.

- C. In selecting the training courses for each subject area, the ASU System Vice President for Human Resources should consult with the relevant ASU System vice president or institution-level managers for that subject area.
- D. The ASU System Vice President for Human Resources shall review the operating procedure and recommend any updates to the ASU System President as need but not less often than once annually.

IV. Administration and Tracking

- A. The required training courses shall be delivered and their completion tracked through a Learning Management System (LMS) approved by the ASU System Vice President for Human Resources.
- B. The Human Resources office of each ASU System institution is responsible for tracking and ensuring completion of required training courses for that institution's employees. Each institution's Human Resources office should ensure that notifications and reminders of due dates are sent to all employees.
- C. An employee within an ASU System institution may be subject to disciplinary action, up to and including termination of employment, for failure to complete all required training courses within the designated timelines.

V. Supplemental Training

- A. Each institution within the ASU System may add job-specific training requirements in addition to those mandated by this policy.
- B. In-person and virtual training at events such as an annual faculty seminar or new faculty orientation are considered supplementary training and do not satisfy the training requirements established in this policy and related operating procedure.

(Adopted by the Arkansas State University System Board of Trustees on September 12, 2025, Resolution 25-30)