

Guidelines for Mandatory Employee Training

UA Fayetteville Campus

Effective: August 15, 2025

Purpose

In compliance with UA System Policy 450.1, all University of Arkansas employees (including appointed faculty/staff, hourly staff, and adjunct faculty) and Graduate Assistants are required to complete a set of mandatory training courses to ensure a compliant, safe, and supportive campus environment.

Process

All mandatory training must be completed by December 31 each year. Employees and graduate assistants are automatically enrolled in these courses in Workday Learning. If they are not enrolled, employees and graduate assistants may search for the course titles directly in Workday Learning to complete them. Supervisors, Learning Partners, and HR Partners play a key role in supporting this initiative and monitoring completion to ensure full campus compliance.

In early January of each year, the Compliance Training and Equal Opportunity Programs Office will provide reports to each unit of those employees and graduate assistants who have not completed the mandatory training. Units will communicate to non-compliant employees and graduate assistants the need to complete the mandatory training and inform them that they will be ineligible for compensation adjustments in the coming fiscal year if training is not completed by the final compliance deadline of February 28.

Training Requirements

Courses Required for Supervisors

<u>Course Title</u>	<u>Frequency</u>
Duty to Prevent Violence	Annually
Avoid, Deny, Defend: Active Shooter/UAF Training	Annually
Accommodating People with Disabilities	Every 3 Years
Child Abuse: Mandatory Reporting	Every 3 Years

FERPA: Family Educational Rights and Privacy Act	Every 3 Years
Discrimination and Harassment	Every 3 Years
Clery Act and Title IX	Every 3 Years
Cybersecurity Training	Annually

Courses Required for All Employees (Non-Supervisors)

<u>Course Title</u>	<u>Frequency</u>
Avoid, Deny, Defend: Active Shooter/UAPD Training	Annually
Accommodating People with Disabilities	Every 3 Years
Child Abuse: Mandatory Reporting	Every 3 Years
FERPA: Family Educational Rights and Privacy Act	Every 3 Years
Discrimination and Harassment	Every 3 Years
Clery Act and Title IX	Every 3 Years
Cybersecurity Training	Annually

Training Delivery Methods

- Primary: Online via Workday Learning
- Alternate: Live sessions or facilitated formats upon request

Compliance Deadlines

- Completion Date: December 31st (aligned with the evaluation cycle)
- Final Compliance Deadline: February 28th

Failure to complete mandatory training by February 28th will result in ineligibility for salary increases.

Salary Increase Ineligibility for Non-Compliance

<u>Employee Category</u>	<u>Impact of Non-Compliance</u>
Faculty & Appointed Staff	Ineligible for any compensation increases, including but not limited to merit, COLA or any other adjustments

Hourly & Adjunct Faculty

Ineligible for any compensation increase beyond the prior fiscal year's rate

Graduate Assistants

Ineligible for any increases, including COLA or any other compensation adjustment except to increase the Graduate Assistant to the minimum base wage rate set by the Graduate School

Tracking Training Completion

Employees can review their training transcript in Workday under: "Career" → "Learning". Supervisors, Learning Partners, and HR Partners are expected to monitor employee compliance by generating regular training reports in Workday.

Ongoing Support for Compliance Reporting & Monitoring

To support institutional accountability and oversight, the **Compliance Training and Equal Opportunity Programs Office** will generate and distribute **quarterly training status reports** to **Senior Leaders**. These reports will include:

- Completion rates by division or unit
- Identification of employees and graduate assistants who are non-compliant or approaching renewal deadlines
- Trends and insights to support proactive engagement with the required training

Senior Leaders are expected to review these reports and work with their respective Learning Partners and HR Partners to address any outstanding compliance issues within their areas.

To support successful implementation of mandatory training, **Learning Partners**, **HR Partners**, and **Supervisors** are responsible for monitoring training completion and addressing any compliance gaps.

- **Workday Reporting:**
Partners should regularly run training reports in **Workday** to identify:
 - Employees who are due for training renewals
 - Employees who have not yet completed their assigned courses
- **Available Reports:**
Partners and Supervisors may run the following reports:
 - RPT - Compliance Training Progress Tracker (UAF)
 - My Team's Learning and COI Forms
- **Evaluation Documentation:**
 - **Supervisors** must document training compliance as part of the employee's annual performance evaluation.
 - For hourly employees and graduate assistants who do not normally receive annual evaluations in Workday supervisors must track non-compliance separately

and document ineligibility for salary increases through alternate reporting methods.

- **Preparation for Meetings:**

Learning and HR Partners are encouraged to review current training data in Workday ahead of upcoming meetings to proactively address questions and ensure alignment across units.

Responsibilities

Supervisors

- Remind employees to complete required training.
- Document non-compliance in performance evaluations or alternate methods.
- Coordinate with course contacts to arrange alternate delivery methods.

Learning Partners & HR Partners

- Run reports and assist supervisors with tracking completion.
- Complete “Learning Partner 101” training in Workday Learning.
- Prepare for meetings by identifying training gaps and renewals.

Support and Questions

Equal Opportunity, Compliance & Title IX (OEOC) remains committed to supporting campus partners in tracking and maintaining compliance. For additional information, assistance with reports, or support in interpreting training data, please contact the Compliance Training and Equal Opportunity Programs Office at eotrain@uark.edu or 479-575-4019.