



4.4.100

Required Training Policy

Date of last board of trustees review: March 11, 2026

The originator of this policy is People and Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

1. Policy

Salt Lake Community College (SLCC) employees must complete training on specific topics as a condition of their employment and access to college systems. Required training is designed to ensure adherence to college policies and compliance with federal, state, and local laws and regulations. This policy applies to all SLCC employees.

2. References

- A. Office of Data Privacy, Utah Code Ann. §63A-19-301(5).
- B. Hazard Communication. 29 C.F.R. §1910.1200.
- C. Workplace Harassment Prevention, Utah Admin. Code R477-15-6.
- D. Abusive Conduct Training, Utah Code Ann. §67-26-301(4).
- E. Prohibition on the Use of Certain Training in Higher Education – Exceptions, Utah Code Ann. §53H-1-503.

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Required Training Procedure

Date of last cabinet review: February 10, 2026

The originator of this procedure is People and Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

3. Definitions

- A. Employees: any individual hired by the college into a full- or part-time position.
- B. Required Training: courses mandated for all college employees or specific groups of employees to complete. This training typically focuses on safety, compliance, ethical conduct, and essential processes and procedures determined by the college.

See [Personnel Definitions](#)

4. Procedures

A. General

1. People and Workplace Culture (PWC) is responsible for providing access to [required training](#) at SLCC.
2. Required training must be completed or renewed as outlined in [a schedule](#) approved by the Cabinet.
3. Required training will be provided in a reasonable manner.
4. Information regarding training requirements and completion will be made available to all employees and supervisors.

B. Institutional Responsibilities

1. SLCC is responsible for determining the training requirements for its employees.
2. PWC, in consultation with the Office of General Counsel, cabinet, and subject matter experts, will:
 - a. evaluate and approve the specific topics for required training based on federal, state, and local laws and other risk factors at least once every two years; and
 - b. determine appropriate time frames for employees to complete required training.
3. Interested groups or persons may recommend required training topics by contacting

[PWC](#).

4. PWC's Learning Management System and training content will be regularly reviewed to maintain accessibility compliance.

C. Employee Responsibilities

1. All new employees must complete their required training within 30 days of their hire date.
2. Employees who transfer between departments, assume a new role, or take on additional or different responsibilities that necessitate additional training must complete additional required training related to their new position within the designated time frames.
3. Employees must renew their required training regularly, as outlined in an [approved schedule](#).
4. Failure to complete required training may result in corrective action, up to and including termination.

D. Supervisor Responsibilities

1. Supervisors may require employees to complete additional training based on the employee's job duties or needs.
2. Supervisors must allow non-exempt employees and adjunct faculty to attend required training and compensate them for their time when mandated by the Fair Labor Standards Act (FLSA), the Affordable Care Act (ACA), or college policy.
3. Supervisors are responsible for:
 - a. ensuring that employees who report to them attend required training sessions on specific topics approved by PWC, in consultation with the Office of General Counsel and cabinet;
 - b. notifying the employee and PWC when employee responsibilities change such that additional required training is necessary;
 - c. providing or facilitating appropriate training for all employees.
4. Supervisors must attend SLCC's Supervisor Essentials Certificate Program.