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REQUIRED TRAINING POLICY

1. PURPOSE

Clemson University requires training to protect the University community and promote requirements for legal and responsible practices.

2. SCOPE

All University employees, contingent workers, student workers, and affiliates.

3. POLICY STATEMENT

3.1. All employees, contingent workers, student workers, and affiliates must complete training as required by the University as well as state and federal laws and regulations.

3.1.1. Training required university-wide for all employees or an entire subset of employees (e.g., all staff, all faculty, all supervisors, etc.) is known as University-required training.

3.1.2. Employees, contingent workers, student workers and affiliates may be required to complete specific job-related training or training related to their individual roles/responsibilities.

3.2. UNIVERSITY-REQUIRED TRAINING

3.2.1. Any University-required training must be approved by the University's President with the guidance and advice of the Executive Leadership Team.

3.2.2. The Office of Human Resources (HR) monitors and reports completion of University-required training.

3.2.2.1. HR must maintain proper documentation according to the [University's Retention Policy](#) for record retention guidance and be able to provide the documentation upon request.

3.2.3. The training management system (TMS) is the official system of record for University-required training.

3.2.4. University-required training must be completed on or before the "required by" date as indicated in the TMS.

3.2.5. Failure to complete the University-required training may result in that user's loss of access privileges to the Clemson University IT System and/or other disciplinary action, up to and including termination.

3.3. JOB-RELATED REQUIRED TRAINING

3.3.1. The University may require employees, contingent workers, student workers, and affiliates to complete training specific to their position, role/responsibilities.



- 3.3.2. Responsible Offices are responsible for determining job-related required training, enrollment requirements and deadlines based on position, role/responsibility.
 - 3.3.2.1. Responsible Offices must maintain proper documentation according to their [retention policy](#).
- 3.3.3. Supervisors are responsible for communicating training requirements to direct reports, monitoring and ensuring completion within the designated timeframe.
- 3.3.4. Failure to comply with job-related required training may result in disciplinary action, up to and including termination.
- 3.3.5. Use of the TMS for job-related training requirements is preferred but not required.
- 3.3.6. Job-related training requirements do not have to be reviewed by the University's Executive Leadership Team or approved by the University President.

3.4. EXCEPTIONS

- 3.4.1. Any employee on approved extended leave is not responsible to complete any training while on leave.
 - 3.4.1.1. Any employee on approved extended leave will be granted the same amount of time to complete required training once they return to work.
- 3.4.2. Request for exceptions or accommodations require approval from HR.

4. DEFINITIONS

- 4.1. **Responsible Office** - The office (or party) accountable for the determination of need, the content, communication, retention, and obtaining approval of University or job-related required training. If University required training, HR would partner on content and communications.
- 4.2. Other definitions can be found in the [Human Resources Glossary of Terms](#)

5. ADDITIONAL RESOURCES

- 5.1. [Training Management System \(TMS\) Guidelines](#)
- 5.2. [University Required Training](#)
- 5.3. [Supervisor Required Training](#)

6. RESPONSIBLE DEPARTMENT/DIVISION:

Office of Human Resources, 864-656-2000, tigertraining@clermson.edu

7. PUBLISHED LOCATION: [Human Resources Policies and Procedures Manual](#)

8. APPROVAL & REVISION HISTORY

- 8.1. President Approval: January 31, 2022
- 8.2. Last Date of Revision: October 1, 2018
- 8.3. Originally Issued: October 1, 2018