



<b>DIVISION</b>	<b>ADOPTION DATE</b>
II College Employees	02/2018
<b>POLICY NAME</b>	<b>REVISIONS</b>
02.01.014 Mandatory Training	Revised: 10/2022

02.01.14 MANDATORY TRAINING

The purpose is to ensure that all employees are aware of the requirements and responsibilities regarding mandatory training at JJC.

This policy shall apply to all employees at Joliet Junior College (JJC). JJC is committed to ensuring that all employees are provided with the training they need to perform their jobs and remain safe at all times.

The College President or designee may identify mandatory training courses or other College required activities that employees must complete at various times during the year. These are considered conditions of employment and as such are required to remain employed at the College.

These mandatory courses may be required by federal or state regulations or address a legal, financial, or physical risk that could significantly impact the College. Mandatory training may be required for all employees, with additional requirements designated based on an employee’s specific job responsibilities. Examples of such may include but are not limited to courses pertaining to discrimination, ethics, sexual harassment, and safety training.

The responsibility for completion of mandatory training rests with both the staff member and their supervisor. Employees are expected to complete all mandatory requirements assigned to them in a timely manner. Supervisors are accountable for ensuring their staff meet these requirements. A list of College required training can be found on the Employee Portal. Department-specific training requirements reside with department management. Department-specific training should be identified and deadlines put in writing by the respective department head/designee.

Failure to meet mandatory training requirements may result in disciplinary action up to and including termination. Managers/supervisors should follow the disciplinary process subject to applicable Board Policies or the respective collective bargaining agreement.

Any terms and conditions applicable in collective bargaining agreement will be followed.