



Safe Colleges Employee Training Guide

**Office of Compliance & Equity
FY 2024-2025**

Purpose

Essex County College utilizes Safe Colleges, an online training platform which provides virtual trainings to employees and students. This guide is for employee trainings only. Please contact the Dean of Student Affairs for information related to student trainings.

Trainings are part of the College's ongoing efforts to ensure employees and students act justly and stay informed about relevant topics and laws. Trainings are either: (1) required by law or, (2) deemed necessary by the College to ensure that its operations, activities, and initiatives are of an ethical nature, maintained with the highest level of integrity, and in accordance with legal and regulatory requirements.

The purpose of this Training Guide is to inform and guide Area Heads on the Office of Compliance and Equity's ("C&E") implementation of the employee training program at ECC in accordance with C&E's strategic plan, ECC policies, and relevant local and federal laws.

Definitions

Mandatory Assignments: Training courses assigned by C&E during a specified time period where completion is required.

Supplemental Training: Training courses assigned by individual departments to their employees for supplemental training purposes on specific topics applicable to their roles.

Training Period(s): A specified length of time where Mandatory Assignments are assigned to all employees, which includes a start date and a deadline.

Completion Percentage: The percentage of Mandatory Assignments that employees completed during a designated Training Period and/or fiscal year.

Application

1. Training Periods

The purpose of training periods based on fiscal year is to establish regular and consistent training for employees in tandem with the College's calendar. Training topics and number of courses assigned will vary based on training deemed necessary by C&E.

Employees should set aside 2-3 hours for Period 1 training. Thereafter, employees should set aside 1.5 to 2 hours for Period 2 and an additional 1.5 to 2 hours for Period 3.

Training Periods by Fiscal Year Calendar	
Training Period 1	College Convocation through November
Winter Freeze NO TRAINING	
Training Period 2	January through February
Training Period 3	March through May
Keep Calm, Summer is ON! NO TRAINING	

2. Communication to Employees

Throughout a training period, C&E will periodically send email reminders of the training period deadline to Area Heads. Area Heads are responsible for sending regular reminder emails to their employees.

3. Reporting

After each training period ends, C&E will send Area Heads a report of employees in their Area with their completion percentage. Area Heads can request reports from C&E as needed. It is best practice to review employee names on each report received for accuracy.

4. Completion of Mandatory Training

For the safety of the College community, it is imperative that employees regularly complete their mandatory assignments on time. To ensure timely completion of the mandatory training, C&E has made available a computer lab for employees who do not have regular access to a computer during the workday. C&E is also able to provide additional support to employees to ensure their compliance.

Given the importance of creating a safe, secure, and informed College community, completion of mandatory training shall be considered in employee evaluations and for merit bonus determinations in accordance with the Employee Handbook and the collective bargaining agreements (“CBAs”).

5. Safety Stars Program

C&E’s goal is to establish a positive culture of compliance by celebrating employees who complete all of their mandatory assignments on time. C&E will identify and celebrate Essex County College Safety Stars through various measures which may include public recognition within the College community, small tokens of appreciation, and/or a more formal celebration.

6. Progressive Disciplinary Actions

In accordance with the Employee Handbook and CBAs, as applicable, Area Heads and Supervisors may use progressive discipline for employees who fail to complete their mandatory trainings. Please note that CBAs may have different discipline requirements. Area Heads and Supervisors shall consult with the Department of Human Resources regarding progressive discipline.

It is recommended that progressive discipline be utilized for employees who **do not complete ANY (0%) of the mandatory trainings**. At this time, employees who completed a portion of their mandatory training should be encouraged to comply using other measures.

Period Completed	Actions
Training Period 1 <i>College Convocation thru November</i>	Informal Discussion with Employee – Supervisors shall speak to employees about compliance and the potential for progressive discipline if the employee does not complete their mandatory training.
Training Period 2 <i>January thru February</i>	Verbal Warning – per the College’s progressive discipline policy and the CBAs, as appropriate.
Training Period 3 <i>March thru May</i>	Formal Written Warning – per the College’s progressive discipline policy and the CBAs, as appropriate.
Mid-Year Evaluation <i>January</i>	Employee Evaluation Note – Area Heads shall note in an employee’s evaluation their failure to complete 0% of mandatory training assigned the previous fiscal year. <i>This note addresses a full year of training.</i>

7. Assigning Additional Training

Departments may elect to assign supplemental courses in Safe Colleges to train their employees on specific topics.

Supplemental trainings are not mandatory assignments assigned by C&E, and do not apply to the employee training program. Any course in the Safe Colleges database is free to use. Please contact C&E to schedule a course for your employees.

Office of Compliance & Equity

C&E Webpage: <https://www.essex.edu/compliance/>

C&E Email: compliance@essex.edu

Compliance Hotline: 1(800) 634-3364

STATEMENT OF COMMITMENT: Essex County College encourages ethical conduct and a commitment to compliance with laws, regulations, Board Policies, and College Regulations. Please contact the Office of Compliance and Equity at (973) 877-3362 or compliance@essex.edu for questions or concerns. Call our private Compliance Hotline to report a compliance risk or violation at 1(800) 634-3364.