

## Training Compliance Policy

### Overview

Bradley University requires all employees to complete annual training as part of our commitment to fostering a safe, inclusive, and ethical campus environment. This policy ensures compliance to federal and state laws and supports the university's mission. Non-compliance with any mandatory training requirements may result in disciplinary action.

### Compliance Process

#### 1) Training Requirement Notification

Annually, notifications regarding the training requirement will be distributed to all employees; however, failure to receive a notification does not excuse an employee from completing the required training.

Training modules will be made available during the spring semester, with sufficient time provided for employees to complete them within the same calendar year. Specific timelines and deadlines for training completion will be communicated as part of the annual training notification process.

#### 2) Tracking Compliance

Training completion will be tracked through the university's learning management system. Reminders will be sent to employees and department heads as the deadline approaches.

#### 3) Non-Compliance Notice

If an employee does not complete the training by the specified deadline, a notice of non-compliance will be issued to both the employee and their department head.

#### 4) Annual Review of Training Requirements

Training requirements under this policy will be reviewed on an annual basis by a designated committee to ensure they remain relevant, effective, and aligned with university priorities and compliance obligations. The committee will evaluate existing training, consider potential additions or removals, and provide recommendations for implementation. Updates to the training list will be communicated to employees as part of the annual training notification process.

## 5) Role-Specific Training Requirements

In addition to the mandatory annual training requirements, employees may be required to complete role-specific training related to their job responsibilities (e.g., Title IX adjudication, CUSHR). These trainings are determined by the relevant departments or units and may be assigned separately from the annual HR training schedule.

### Consequences for Non-Compliance

If an employee is non-compliant, any or all of the following consequences may be applied:

- **Corrective Action:**  
The University may utilize corrective action including, but not limited to, verbal and written reprimands, suspension, or termination. Corrective actions will adhere to handbook policies and collective bargaining agreements.
- **Career Development Opportunities:**  
Employees who fail to comply may lose eligibility for participation in university-sponsored professional development programs, leadership training, external conferences, or other career-advancing opportunities.
- **Pay Increase Suspension:**  
The employee's eligibility for pay increases may be suspended during any period of non-compliance. If a pay increase was scheduled to take effect during this period, the employee may become eligible for that increase starting in the month following their completion of the training. If no pay increase was scheduled during the non-compliance period, the employee may regain eligibility for future increases in the month following their training completion.
- **Departmental Budget Freeze:**  
The department's operating budget may be frozen until the employee completes the training. This freeze may remain in effect until compliance is achieved.
- **Loss of Access to University Systems:**  
The employee may lose access to university systems, such as email, Canvas, and other university platforms, until the training requirement is fulfilled.
- **Escalation:**  
Extended periods of non-compliance may lead to further disciplinary actions, up to and including termination, in accordance with university employment policies. For unionized employees, any disciplinary actions will be taken in accordance with the terms outlined in their respective collective bargaining agreements.

### **Supportive Options for Title IX Training**

Bradley University recognizes that some employees may find the content of the Title IX training triggering or difficult to engage with, especially in large group settings or time-constrained environments. Supportive options are available specifically for the Title IX training to ensure employees can complete it in a way that feels manageable and respectful of their well-being. Supportive options may include:

- Completing the training remotely, such as from home, to allow for privacy and self-care while fulfilling the training requirement.
- For departments that typically complete the training together in a group setting, employees may request to participate in a smaller group or one-on-one setting.
- Taking breaks as needed during the training, whether it is completed online or in person, to help manage emotional or physical responses to the content.

Employees who may find the Title IX training content difficult are encouraged to reach out prior to the training deadline to discuss available options.

Requests for supportive options related to the Title IX training should be directed to:

Office of Title IX Compliance:

- Email: [titleixcoordinator@bradley.edu](mailto:titleixcoordinator@bradley.edu)
- Phone: (309) 677-2081

**For inquiries or assistance regarding the entirety of this policy, please contact:**

Human Resources:

- Email: [buhr@bradley.edu](mailto:buhr@bradley.edu)
- Phone: (309) 677-3223
- Office: Sisson Hall 239