



Training Acknowledgment

In order to educate and support all employees and those who provide a service to Clayton State University with ensuring and maintaining a safe compliant work environment all employee must complete training within 30 days of their employment. Failure to comply may result in separation from employment.

Training may include, but are not limited to, the following:

- a. Board of Regents Required Trainings (Several Trainings Included such as Right to Know)
- b. New Employee Orientation (Includes Employee/Faculty Handbook Acknowledgements)
- c. Americans w/Disabilities Act Training
- d. Environmental Health & Safety Training
- e. Sexual Harassment Training
- f. OSHA
- g. Minors on Campus
- h. Title IX
- i. USG Ethics Course
- j. Harassment and Diversity Training
- k. CSU Ethics Hotline Acknowledgement
- l. Disaster Preparedness;

Employee and Non-Paid Affiliates will access training through Desire to Learn (D2L). Specific access instruction will be provided by the supervisor or person provided oversight of work/service performed.

Student Employees and the like will access training through Desire to Learn (D2L). Specific access instruction will be provided by the supervisor or person provided oversight of work/service performed.

You must complete all applicable required training within 30 days of your official start date. If you are performing a service or working for a time period less than 30 days then you must complete all required training within 24 hours of your official start date.

Name

Employee/Laker ID#

Department Employed

Employee/Laker ID#

Campus Phone

I certify that I have read and understood the aforementioned and acknowledge my responsibility to take the required training.

Signature of Employee/Non-Paid Affiliate

Date