



I. POLICY STATEMENT

The University of North Carolina System Office (UNC System Office) recognizes that all employees must receive certain standard information on essential policies, requirements, and workplace expectations. Therefore, specific training programs are required for employees and contractors. Participants may also be required to review or re-take certain programs on a periodic basis.

II. COVERAGE

A. **Coverage.** This policy applies to all UNC System Office permanent and temporary employees, as well as contractors.

III. REQUIRED TRAINING

A. The following training programs are required for specific audiences as noted below. Training programs will be provided via UNC System Office software, tools, or programs.

Training Program	Audience	Frequency	Training Owner
IT Policies and Security Awareness	All employees and contractors	At hire, then annually	Information Technology
Unconscious Bias	All employees Hiring managers and search committee members	At hire, then every five years from date of hire As appointed	Human Resources
Harassment and Discrimination Prevention	All non-supervisors	At hire, then every five years from date of hire	Human Resources
Equal Employment Opportunity and Diversity Fundamentals	All supervisors	At hire; online modules repeat every five years from date of hire	Human Resources
Family Educational Rights and Privacy Act (FERPA)	Employees who work with student information	At hire, then annually	Academic Affairs
Data Stewardship	Data owners and stewards listed in classification policy	At hire, then annually	Information Technology
Search Committee	Hiring managers and search committee members	As appointed	Human Resources

B. **Additional Training.** Supervisors may add additional specific training for an employee or contractor based on the employee’s work responsibilities and/or development plan.

C. **Policy Communication.** All employees will receive information on the policy at new employee orientation, including procedures for reporting violations of this policy. Current employees will receive policy communications at least annually.

D. **New Hire Training.** Training required as part of the onboarding process must be completed within the first 30 days following date of hire.

IV. COMPLIANCE



- A. Participants will be required to affirm understanding of training programs after completion, and may be required to re-affirm understanding if training recurs on a specific schedule.
- B. Failure to adhere to this policy may result in disciplinary or related administrative action as appropriate. Vendors/contractors may be subject to termination of relevant business relationships and/or access to UNC System Office facilities.

VI. DOCUMENT REVIEW AND REVISION INFORMATION

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