



## Training Policy

Departments that develop training (whether voluntary or mandatory) in addition to what is required by University System of Georgia (USG) and/or Dalton State must submit the proposed training to the Office of Human Resources after an initial review by the department AVP or VP. Training is prohibited from including affirmations, ideological tests, or oaths (including diversity statements). The Chief Human Resource Officer (CHRO) will review and may either recommend approval as is or may first recommend changes to the originating department for re-submittal. Upon initial approval or upon an approved re-submittal, the CHRO will submit to the Executive Cabinet for review and presidential approval as required by Board of Regents Policy.

Departments must obtain approval for the training prior to marketing or announcing the training and should minimally allow three weeks for the review and approval process. The definition of training includes all training that is developed and delivered on Dalton State campus, in-person or virtually. It also includes all training that is delivered through an online Learning Management System or vendor such as LinkedIn Learning, Skillsoft, D2L, Percipio, Vector, etc. Training should be construed broadly to include any training provided by faculty or staff of the college to other faculty, staff and/or students of the college where there is an expectation of participation. Material presented in connection with a faculty member's teaching, research, or service activities is excluded from this process.

Departments should strive to schedule training to avoid times of increased activity such as during mid-terms and finals. Every effort should be made to schedule training with sufficient notice. Any mandatory training must include a method for documenting the training. This may include sign-in sheets, electronic attendance records, or certificates of completion.

## Appendices

HRAP: General Criteria for Employment

[https://www.usg.edu/hr/assets/hr/hrap\\_manual/HRAP\\_General\\_Criteria\\_for\\_Employment.pdf\\_rev1 .pdf](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_General_Criteria_for_Employment.pdf_rev1.pdf)

HRAP: Employee Recruitment

[https://www.usg.edu/hr/assets/hr/hrap\\_manual/HRAP\\_Employee\\_Recruitment\\_1.pdf](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Employee_Recruitment_1.pdf)

Revisions

Updated 10/2023 from Mandatory Training to include all training.

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