

Equal Opportunity Discrimination and Harassment Mandatory Training

(See Texas A&M University System Reg. 33.05.02 Required Employee Training) (April 9, 2009)

Purpose: The purpose of this procedure is to provide a positive learning, working and living environment free of discrimination and harassment based upon race, color, national origin, gender, age, religion, disability and veteran status.

Prairie View A&M University's (PVAMU) faculty, staff and student employees must complete the Texas A&M University Systems' (TAMUS) mandatory online discrimination and harassment training within their first 30 days of hire. After this initial training, all employees are required to complete the online discrimination and harassment training at least once, every two years (*biennially*).

In addition, all employees involved in the interview process of recruitment, are required to complete an online discrimination awareness training module entitled "Conducting Effective Interviews." After this initial training, all employees involved in the interview process of recruitment are required to complete the online discrimination awareness training once every two years (*biennially*).

Procedure:

1. PVAMU's Office of Human Resources conducts New Employee Orientation Workshops for all new faculty, staff and student workers on the 1st and 15th of every month. During this orientation session all new employees *must* complete the TAMUS' mandatory online discrimination and harassment training. An employee training transcript is generated and maintained by TAMUS.
2. On the 1st day of each month, an automated TAMUS email notification is sent out to each employee who will be reaching the biennial anniversary of their completed training in the upcoming month. The notice informs them that they have thirty (30) calendar days to complete the mandatory training.
3. If an employees' training is not completed within the thirty (30) day period, a new automated email notice will be continually sent to the employee by TAMUS on the 1st day of each month.
4. PVAMU's Office of Equal Opportunity monitors the training transcripts of all employees. The Office of Equal Opportunity runs a quarterly discrimination training "Assignments" Report from the TAMUS online training website to identify all employees who are not in compliance with mandatory training requirements.
5. PVAMU's Office of Equal Opportunity disseminates a report of all employees out of compliance by sending copies of individual departmental training reports to the appropriate vice president by the 10th day of each month for appropriate action to ensure completion and compliance of mandatory biennial training assignments of employees. An additional follow-up will be done during the 1st week of the next month to ensure that compliance assignments have been completed.