

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/2017**  
**Number: 07-28**  
**Section: Human Resources**  
**Subject: Employee Training**

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As an employer, Arkansas State University is required to provide the following training courses to you. All employees of the University, full-time and part-time faculty, staff, student workers, graduate assistants, and sponsored/non-employees need to complete the required trainings within the first 30 days of employment. The required trainings are: Child Maltreatment, Sexual Discrimination, Privacy and Security, and FERPA.

- The Sexual Discrimination (Title IX) module provides definitions of the law, your responsibilities, and campus procedures related to sexual harassment, sexual exploitation, and non-consensual activity.
- The Child Maltreatment module addresses the University Policy and State Law regarding your responsibility as a mandatory reporter of child abuse as an employee of the University.
- As employees of Arkansas State University we are entrusted daily with information and data that must be protected. The Privacy and Security Training will review best practices and University policies pertaining to privacy and security.
- The purpose of FERPA training is to provide employees with a basic, working knowledge of Family Educational Rights and Privacy Act of 1974.

Employees who do not complete the training are considered out of compliance with Federal, State, and University guidelines.