2.8.10 CAMPUS EDUCATION DAY

A. Purpose

To provide a structured educational environment for LSUHSC S employees and staff to meet the annual mandatory campus wide educational requirements set forth by federal, state, and/or institution guidelines.

To provide a consolidated educational approach to meeting the mandatory education requirements in order to reduce time consuming interruptions in the work environment, as well as reducing the loss of productive man hours to the institution.

B. Policy

1. LSUHSC-S employees shall have a comprehensive annual campus-wide education program (Campus Education Day) requiring mandatory attendance by all employees, including all faculty, House Officers, Fellows, staff and personnel.

a. All employees shall meet the annual mandatory education requirements as defined by federal, state and/or institutional guidelines including but not limited to Fire Safety, MSDS, Violence-Free Workplace, and Customer Service.

b. Employees are required to complete Campus Education Day or CED Online Training before the end of employee's respective birth month.

1. Employees receive annual mandatory training upon hire and are thereafter required to complete training each calendar year, attending during birth month.

2. Hourly employees will complete training during scheduled work hours.

3. Gratis employees will be exempt from attending Campus Education Day.

4. Attendance will be documented in the Human Resources system of PeopleSoft.

2. Department Heads/Directors shall be responsible for ensuring attendance of their respective employees at Campus Education Day.

a. Employees will have the option of completing these requirements via the web-based training program, CED Online Training, at any time, or by attending a live Campus Education Day program before being reported as delinquent for the calendar year.

b. Each department will be able to access employee attendance status reports through the Human Resources system of PeopleSoft.
c. Each department will receive from Human Resource Management/Staff Training and Development electronic reminders when employee status information has been updated in PeopleSoft.

d. Department Heads/Directors are responsible for monitoring delinquencies in their respective departments.

e. Compiled attendance reports will be forwarded to the Chancellor, the Vice Chancellors, the Deans, the Hospital Administrator, and the Assistant Hospital Administrators.