

Policy 1400
Mandatory Training Required of all Employees

Date of Current Revision: April 2025

Primary Responsible Officer: Associate Vice President for HR Training and Performance

1. PURPOSE

The purpose of this policy is to communicate the requirement that all James Madison University employees complete federal, state, and university training mandates.

2. AUTHORITY

The board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The board has delegated the authority to manage the university to the president.

STATE OR FEDERAL STATUTE AND /OR REGULATION

Title 2.2 of the Code of Virginia

Appropriations Act

Executive Order 41 (2011)

Title IX

Virginia Department of Human Resource Management (DHRM) Policy 1.60 – Standards of Conduct - [Commonwealth of Virginia Employee Training Requirements](#).

3. DEFINITIONS

None

4. APPLICABILITY

This policy applies to all full and part-time employees.

5. POLICY

All employees must complete federal, Commonwealth of Virginia, and James Madison University training requirements.

6. PROCEDURES

6.1 All newly hired employees are required to complete training, mandated by the United States code, Commonwealth of Virginia code, the Department of Human Resources Management, and by James Madison University.

- a. Training must be completed within 30 days of hire.
- b. Requirements are subject to change.

- 6.2 Information about current employees required training and associated procedures can be found at the [JMU HR Compliance](#) webpage.
- 6.3 Classified and wage employees must report the time spent completing the training on their official time record as hours worked, and training should be completed during their normal working hours.
- 6.4 Newly hired supervisors are required to complete additional training.

7. RESPONSIBILITIES

The Office of the Associate Vice President for HR, Training, and Performance maintains the JMU HR Compliance webpage. The [JMU HR Compliance](#) page is where employees and supervisors can find up-to-date information about training requirements, platforms, and contact information.

All employees must complete the required training.

Supervisors are required to ensure their employees have completed training.

All departments, offices and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.

8. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

9. EXCLUSIONS

This does not apply to student employees unless they are employed in classified, wage, or faculty positions.

This policy does not address training requirements specific to certain departments or positions; therefore, the training described in this policy may not be all-inclusive for all positions.

10. INTERPRETATION

The authority to interpret this policy rests with the president and is generally delegated to the assistant vice president for HR, training and performance.

Previous version: N/A

Approved by the president: April 2025