

Coastal Carolina University Mandatory Training Matrix

Position Status:	STAFF	FACULTY	STUDENT EMPLOYEE	UNIVERSITY VOLUNTEER	SCHOLARS ACADEMY AFFILIATE	RESEARCH, MILITARY, CONTRACTED TEACHER OR ACADEMIC AFFILIATE	ATHLETIC AFFILIATE	TEMPORARY STAFFING	EDUCATION STUDENT INTERNS	CONTRACT VENDORS
Time allowed to complete:	30 DAYS	30 DAYS	30 DAYS	PRIOR TO ASSIGNMENT	30 DAYS	30 DAYS	PRIOR TO ASSIGNMENT	30 DAYS	30 DAYS	30 DAYS
Covid-19 Public Health Practices	Y (prior to start date)	Y (prior to start date)	Y (prior to start date)	Y (prior to start date)	Y (prior to start date)	Y (prior to start date)	Y (prior to start date)	Y (prior to start date)	Y (prior to start date)	Y (prior to start date)
New Employee Orientation	Y	*	*	*	*	*	*	*	*	*
New Temporary Employee Orientation	*	*	*	*	*	*	*	Y	*	*
Compliance and Ethics	Y	Y	Y	*	*	Y	*	Y	*	*
S.A.F.E. Response to Violence	Y	Y	Y	*	HCS	Y	*	Y	*	*
Protection of Minors	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Family Educational Rights and Privacy Act (FERPA)	Y	Y	Y	*	HCS	*	*	Y	Y	*
Sexual Harassment Prevention	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
General Safety	Y	Y	Y	*	HCS	Y	*	Y	*	*
ITS 1-5	Y	Y	Y	*	HCS	Y	*	Y	*	*

Staff: An individual who performs non-faculty duties on a full-time or part-time basis. A staff member may be in slotted, temporary, research grant, time-limited or temporary grant position.

Faculty: An individual who performs teaching or academic administrative duties on a full-time or part-time basis.

Student Employee: A CCU student who performs work on campus. May be undergraduate or graduate student.

University Volunteer: An individual who performs hours of service at Coastal Carolina University for civic, charitable or humanitarian reasons.

Scholars Academy Affiliate: An individual employed and doing full-time or part-time work with the Scholars Academy.

Research Affiliate: An individual who contributes voluntarily or through an external entity to conduct or support research pursuant to a sponsored program, project, contract or grant.

Military/ROTC Affiliate: An individual who is employed by the United States armed services and assigned to work at the University.

Contracted Teacher Affiliate: An individual who is employed by a school district and assigned to work at the University.

Temporary Staff: An individual performing executive, professional, technical, protective, paraprofessional, administrative/clerical, skilled trades, maintenance, intermittent or seasonal service roles in part-time non-FTE positions.

Athletic Affiliate: An individual who is designated as an affiliate by the Athletic department.

Contract Vendor: An individual who, through a formal procurement arrangement or Memorandum of Agreement with the University, works on the University campus providing a service including, but not limited to, temporary employment service, information technology, food services, campus bookstore or telecommunications.

HCS: A Scholars Academy Affiliate is expected to have already completed this training through Horry County Schools.

Y Indicates training is required to be completed.

* All department heads will assess position duties and may require additional trainings.

For questions related to additional training needs, please contact: traininganddevelopment@coastal.edu