

Date: November 4, 2024
 To: Faculty, Staff and Student Workers
 From: Human Resources
 Subject: FY25 Announcement Mandatory Training

We are pleased to announce the rollout of Lamar University’s mandatory assignments that are crucial for our ongoing commitment to maintaining a safe, ethical and compliant workplace. We are launching our annual regulatory compliance training program. Please find the details below:

Assignment Rollout Dates

Course	Regulatory	Rollout Date	Due Date
<i>Ethics</i>	Texas State University System	November 2024	May 31, 2025
<i>EEO</i>	Texas Labor Code	November 2024	May 31, 2025
<i>Minors on Campus</i>	Texas Education Code	November 2024	May 31, 2025
<i>Child Abuse</i>	Texas Government Code	November 2024	May 31, 2025
<i>Title IX</i>	Texas State University System	November 2024	May 31, 2025
<i>FERPA</i>	Lamar University	November 2024	May 31, 2025
<i>Nepotism</i>	Lamar University	November 2024	May 31, 2025
<i>Cybersecurity Awareness</i>	Texas Government Code	January 2025	May 31, 2025

Notifications

Timeline	Action	Details
<i>November</i>	Announcement of Program	Campus Announcement
<i>November & January</i>	Launch Assignments	HR Assign Courses to Employees
<i>February – April</i>	Reminders	Reminders for Employees
<i>May</i>	*Reminders	Notification to Leaders & Employees
<i>June</i>	**Written Notice	Document of Written Notice to HR File

1. *First Reminder: An email reminder will be sent two weeks before the deadline.
2. *Second Reminder: A follow-up email will be sent one week before the deadline.
3. **Written Notice: If the assignment is not completed by the deadline, a written notice will be issued and placed in the employee’s personnel file.

These assignments are essential for our collective success, and we appreciate your cooperation in completing them on time. If you have any questions or need assistance, please do not hesitate to contact your supervisor or the HR department.

Thank you for your cooperation.

Sincerely,

Human Resource Team