

Safe Environment Education Training Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.41
Effective Date:	3/1/2021
Review Date:	3/29/2021
Revised Date:	3/29/2021
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I. Policy:

This policy stipulates that all SJA employees are required to complete the Safe Environment Education Training through the Archdiocese of Milwaukee as a contingency of employment.

II. Procedures:

- A. The Faith Formation & Community Outreach Coordinator will provide a web link via email where employees will self-register for the training. Employees will register online at <https://www.archmil.org/Offices/Safe-Environment.htm>. After registering the employee must send the scheduled registration date of training to the Faith Formation & Community Outreach Coordinator.
- B. Failure to schedule the Safe Environment Education training within two weeks of employment may result in termination. Failure to complete the Safe Environment Education training within 30 days may result in termination.
- C. After successful completion employees will receive a letter from the Faith Formation & Community Outreach Coordinator for the employees record. In addition, a copy will be placed in the employees personnel file kept in the Human Resources office.
- D. If the employee has completed the Safe Environment Education training prior to employment at SJA they will not be required to complete the training at SJA. The employee must submit their certificate of completion to Human Resources on their first day of employment in order to be exempt.
- E. Any updates and/or changes to the requirements will be communicated to employees from the Faith Formation & Community Outreach Coordinator and/or Director of Human Resources.
- F. The President/CEO reserves all rights to make amends.

Approved by: _____

President/CEO

Date: _____

4/7/2021