



<p style="text-align: center;">UMID/TigerLIFE Policies & Procedures Employee/Staff Training Requirements - February 2017</p>
--

All TigerLIFE employees are required to complete training required by the University of Memphis Human Resource Department. This required training includes:

- FERPA (must be renewed each year of employment)
- Sexual Harassment
- Title VI

All of this training is completed during a scheduled orientation session at the University upon your contract approval. If you are not able to attend the orientation session, or you are not a new employee, this training is online and you must complete it as follows:

- FERPA is available through your MyMemphis portal. Once you have completed this, you will receive an email stating this. This email **MUST** be forwarded to your supervisor to confirm you have completed the training within 3 business days of your initial employment and then each year you are employed.
- Sexual Harassment – The University Office for Institutional Equity provides this training through the University's online Learning Curve. Instructions can be found at <http://www.memphis.edu/oie/policies/training.php>. Must be completed within 3 business days of your initial employment.
- Title VI is available online. Instructions for completing this training can be found at: <http://www.memphis.edu/oie/policies/titlevi.php>. Must be completed within 3 business days of your initial employment.

These required training modules must be completed annually to maintain your employment with UMID/TigerLIFE. The University offers additional training classes on various topics that may be of interest and assistance. Please take advantage of these classes.

Failure to follow the UMID/TigerLIFE Policies and Procedures may result in disciplinary actions.

Approved:

A handwritten signature in black ink that reads 'Maurice Williams'.

Maurice Williams, Associate Director