



First Week  
We're glad you're here!

In order to provide a safe campus for both employees and students, there are four required trainings all UVU employees must go through. These will come through your UVU email. You will access them through UVULearn.

QUESTIONS? ASK WILSON

### Required Trainings

<h4>Discrimination and Prevention</h4> <p>Explains the proper methods of disclosing, handling, and reporting sexual harassment and discrimination.</p> <p><a href="#">Go to Title IX</a></p>	<h4>Cybersecurity</h4> <p>Uncovers popular hacking tricks and promotes the proper use and secure handling of UVU student, employee, financial, and other sensitive data.</p> <p><a href="#">Go to Cybersecurity</a></p>	<h4>Conflict of Interest</h4> <p>Assists employees with</p> <ol style="list-style-type: none"> <li>1. Identifying apparent and potential conflicts of interest, and</li> <li>2. Strategically managing such conflicts.</li> </ol> <p><a href="#">Go to Conflict of Interest</a></p>	<h4>FERPA</h4> <p>Reviews the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records.</p> <p><a href="#">Go to FERPA</a></p>	<h4>Workplace Conduct</h4> <p>This course will highlight what Abusive Conduct is and is not, as well as how to report it.</p> <p><a href="#">Go to Workplace Conduct</a></p>
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### Probationary Periods

A probationary period is a set timeframe of initial employment that provides the employee and the University the opportunity to assess the employee's ability to perform the duties and fulfill the responsibilities of the position.

#### Full-Time

For full-time employees this period lasts six months, but may be extended to 12 months. Employment during the probationary period is considered at-will.

#### Part-Time

Part-time and student employees do not serve a probationary period as their positions are considered at-will.

#### Faculty

Non-tenured faculty serve a probationary period until they receive tenure from the Board of Trustees. Lecturers and adjuncts do not serve a probation period as they are considered at-will.

At an employee's three and five-and-a-half month mark, they will have an official probation review with their supervisor. Supervisors will fill out a Probation Review Form for each of these meetings. The form will be signed by the employee, first-level supervisor, and second-level supervisor, then it will be sent to HR for documentation.

**This form is currently under construction. Please contact Anthony Garcia at People & Culture for guidance on Probation Extensions. Thank you.**

Supervisor Name:

Supervisor Email:

Supervisors' Supervisor Name:

Supervisors' Supervisor Email:

Employee Name:

Employee Email:

SUBMIT

<h4>Find our Dining Options</h4> <p><a href="#">Go to Dining page</a></p>	<h4>Connect to Our Directory</h4> <p><a href="#">Go to Directory</a></p>	<h4>Report a Concern to Title IX</h4> <p><a href="#">Go to title IX site</a></p>
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People & Culture | 801.863.8207 | Room HF-105

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