



HUMAN RESOURCES LAMAR UNIVERSITY

Date: November 3, 2025
To: Faculty, Staff, and Student/Hourly Workers
From: Human Resources
Subject: FY26 Announcement Mandatory Training

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

Assignment Rollout Dates

Course	Frequency	Regulatory	Rollout Date	Due Date
<i>Ethics</i>	Annual	Texas State University System	November 3, 2025	February 27, 2026
<i>Minors on Campus</i>	Annual	Texas Education Code	November 3, 2025	February 27, 2026
<i>Nepotism</i>	Annual	Lamar University	November 3, 2025	February 27, 2026
<i>EEO</i>	Annual	Texas Labor Code	November 3, 2025	February 27, 2026
<i>Child Abuse</i>	Annual	Texas Government Code	November 3, 2025	February 27, 2026
<i>Title IX</i>	Annual	Texas State University System	November 3, 2025	February 27, 2026
<i>FERPA</i>	Annual	Texas State University System	November 3, 2025	February 27, 2026
<i>Red Flags Rule</i>	Annual	Texas State University System	November 3, 2025	February 27, 2026
<i>Cybersecurity Awareness</i>	Annual	Texas Government Code	November 3, 2025	February 27, 2026
<i>Data Use Agreement</i>	Annual	Texas Government Code	November 3, 2025	February 27, 2026

Notifications

Timeline	Action	Details
November	Announcement of Program	Provide notice of all courses and deadlines. Launch courses.
February	*Reminder Notifications	Notifications to Leaders & Employees
March	**Written Notice	Document of Written Notice to Personnel File

1. *First Reminder: An email notification will be sent 30 days prior to the deadline.
2. *Second Reminder: A follow-up email will be sent 15 days prior to the deadline.
3. *Third Reminder: A final reminder will be sent 7 days prior to the deadline.
4. **Written Notice: If the assignment is not completed by the deadline, a formal notice will be issued and placed in the employee's personnel file.

These assignments are essential for our collective success and are mandated by State regulations. We appreciate your cooperation in completing them on time. Failure to complete assigned mandatory training by the stated deadlines will result in corrective action, which may include a written notice placed in the employee's personnel file, withholding of merit increases, and disciplinary action up to and including termination of employment. Completion of all required training is a condition of employment at Lamar University, and supervisors are responsible for ensuring that their employees meet these requirements. 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