 <p><b>SOUTHEAST MISSOURI</b> STATE UNIVERSITY · 1873</p>	<p><b>BUSINESS POLICY AND PROCEDURE MANUAL</b></p>	Date Issued: 05/26	Revision Date:	Page: 1 of 2
				Classification Code: 10-19
		Section: INFORMATION TECHNOLOGY		

**PURPOSE:**

To establish a comprehensive Employee Security Awareness and Training Program at Southeast Missouri State University that reduces cybersecurity risk, protects University information assets, and ensures all personnel understand their security responsibilities.

**SCOPE:**

This policy applies to all employees including student employees.

**POLICY STATEMENT**

Security awareness and training are crucial components of the University's overall cybersecurity strategy. A well-informed workforce is better equipped to identify, prevent, and respond to potential security threats.

**POLICY**

**1. Program Framework**


- a. Program materials shall address risks identified in the annual campus risk assessment.
- b. Training materials shall be reviewed and updated at least annually, or more frequently in response to emerging threats, significant security incidents, or changes in technology or processes.

**2. Training Frequency and Requirements**

- a. All new employees must complete initial security awareness training within 60 days of hire date.
- b. New employees requiring immediate system access may be granted provisional access for up to 30 days, contingent upon completing abbreviated training within 5 business days and signing an acknowledgment of security responsibilities.
- c. All employees must complete annual refresher training.
- d. Additional training may be required in response to emerging threats, significant security incidents, or role changes.

**3. Training Records**

- a. The ISO shall maintain official records of all security awareness training completion, including dates, course names, and assessment results.
- b. Managers can request training completion information for their team members' training status and ensure timely completion of all training required.
- c. Training records shall be retained for a minimum of three years.

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4. **Policy Compliance and Enforcement:** Failure to complete required security awareness training within specified timeframes may result in the following graduated method:
- a. Email reminder sent by the ISO to the employee 60 days after initial training notification.
  - b. Email reminder sent by the ISO to the employee and manager 180 days after initial training notification.
  - c. Continued non-compliance: Disciplinary action in accordance with university human resources policies, which may include suspension or termination of employment or contract.

This policy shall be reviewed annually by the Assistant Vice President of Information Technology and updated as necessary to reflect changes in the threat landscape, technology, or regulatory requirements.