

# SEXUAL HARASSMENT AWARENESS TRAINING

March 17, 2010

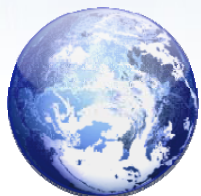
9:00 - 11am

Board Room



When was the last time you attended a training session?

For information regarding **your** attendance records, please contact  
Human Resources at extension 6212 or 6194



# SEXUAL HARASSMENT AWARENESS TRAINING

May 12, 2010

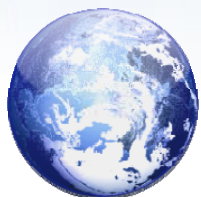
2:00 – 4:00 pm

Board Room



**When was the last time you attended a training session?**

For information regarding **your** attendance records, please contact  
Human Resources at extension 6212 or 6194



*Travis Gregory*  
*Associate Dean of Human Resources*  
*Tel: (760) 355-6212 \$ Fax: (760) 355-6211*  
*Email:travis.gregory@imperial.edu*

June 16, 2009

**VIA EMAIL/MAIL**

Adjunct Faculty  
Imperial Valley College

**Re: Sexual Harassment Awareness and Prevention Online Training**

Dear Adjunct:

California Government Code (AB 1825) requires employers to facilitate education about prevention of discrimination and harassment in the workplace. Therefore, Imperial Valley College is offering an online training option that's available to you as an adjunct instructor. If you have already attended sexual harassment training within the past two years (that meets the regulatory requirements) then simply submit proof of completion to Martha Sanchez as soon as possible.

This training requirement needs be fulfilled by fall orientation:

**August 24, 2009**

Attached are some helpful instructions for the online training and feel free to contact Martha Sanchez at (760) 355-6210 or myself with any questions.

Sincerely,

Travis Gregory, M.Ed., SPHR  
Associate Dean of Human Resources/EEO

# Imperial Valley College (IVC)

## Sexual Harassment Awareness and Prevention Online Training

California legislation (AB 1825) requires all managers and supervisors to participate in two-hour training program every two years to prevent sexual harassment, discrimination and retaliation in the workplace. Sexual Harassment Awareness training must also be provided to newly hired employees within six months of employment. IVC offers these training programs on campus, on a regular basis and is now extending an online option for non-supervisory employees.

The SISC web-based **Sexual Harassment (Non-Supervisors)** training is in compliance with state and federal training requirements, including AB 1825. This online module provides IVC employees the flexibility to receive the required training at the convenience right from your own desk. This online resource allows you to complete this training at your own pace. The module can be stopped in progress and the system will allow you to return later without having lost the work you have already done.

### LOG IN INFORMATION

To access the online training, please visit the SISC website at <http://siscmodules.kern.org/edoceo>  
In order to log in, you must follow this two step process:

#### Step # 1: District Log-in Information.

As you enter the website, you will see the following screen:

#### Login: Step 1 - District Login

<b>District ID:</b>	<input type="text"/>
<b>District Password:</b>	<input type="password"/>
	<input type="button" value="Enter"/>

To log in, please enter the District ID and Password as provided below.

- DISTRICT ID: **63156**
- DISTRICT PASSWORD: **jfoun1**

#### Step # 2: User Login

Once you have sign-in, you must create your own user ID and password. Please click on the “*Signup here*” link, create an ID and password by following the website instructions.

**Note:** If you have signed up previously, you may use your User ID and Password to login again. In the event you forget your user ID and/or password, please contact Human Resources at extension 6212.

### SELECT & COMPLETE YOUR TRAINING

From the Required Module Menu, select the [Sexual Harassment \(non-supervisors\)](#), click “start” to begin the training.

**Upon successful completion of your training module, make sure to print your certificate of completion and get a copy to the HR Department.**

# Sexual Harassment Training FAQ

## 1. What is Sexual Harassment?

The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

## 2. Under California law, who is required to attend sexual harassment training?

AB 1825 requires that all supervisors participate in a two hour training program every two years to prevent sexual harassment and discrimination. New managers and supervisors must undergo mandatory training within six months of assuming a supervisory position.

## 3. Who Qualifies as a Supervisor?

An individual qualifies as an employee's "supervisor" if the individual has the authority to recommend tangible employment decisions affecting the employee *or* if the individual has the authority to direct the employee's daily work activities.

## 4. Are part-time and temporary employees required to take this training?

Yes. California Government Code requires employers to take reasonable steps necessary to prevent discrimination and harassment from occurring by providing required training. Federal law encourages organizations to provide harassment training to all employees.

In addition, IVC requires all newly hired employees to complete sexual harassment awareness training within six months of employment.

## 5. I took this training before – do I need it again?

Under IVC policy, and AB1825 all District employees are required to attend training updates and/or receive copy of revised policies and procedures. If you need information concerning your training attendance records, please contact Human Resources at 355- 6194.

## 6. Can I take the online version of the sexual harassment training?

Supervisors and managers are required to attend one of the regular, instructor-led training sessions. All non-supervisory staff including faculty and classified staff have the option of attending an instructor-led session OR the online version. For schedule information, please contact Human Resources at 355-6212.

## 7. What if I don't pass the online test?

If you fail the test, the system will allow you to review the training materials and retake the test.

## 8. How do I prove that I've successfully participated in this training?

Upon successful completion of your training module, please print your certificate of completion and get a copy to the HR Department. If you have recently completed this training with another employer then please provide proof of completion (i.e. certificate, attendance records).

The District's Policy and Procedures for Handling Complaints of Unlawful Discrimination is available online at <http://www.imperial.edu/index.php?pid=4815>