



Procedure Number: HR012

Rick Evans, Executive Director

Title: Sexual Harassment Training Procedure

Original Date: June 1, 2023

Last Revised: September 15, 2023

Purpose

This procedure establishes the steps for providing harassment and discrimination training to employees and monitoring compliance. The training is designed to raise awareness about workplace harassment and discrimination and to foster a clear understanding of anti-discrimination laws.

Procedure

All New Hires are assigned training through the CSU Learn system and they must complete the training within the first 60 days of employment.

- Staff: are assigned “TUC CSU’s Preventing Discrimination & Harassment for Non-Supervisors”, which is one hour long and must be completed every two years.
- Supervisors: are assigned “TUC CSU’s Preventing Discrimination & Harassment for Supervisors” for supervisors, which is two hours long and must be completed every two years.

To monitor compliance, the HR staff will run a report at the beginning of each month for new supervisors and non-supervisors. After the report is run, the HR staff will upload the new hires to the CSU training. The employee will then receive an automatic email from the CSU system with instructions and a deadline. At the end of each month, the HR department will receive an updated report from the CSU system showing who completed the training, who is in the process and whose deadline passed to complete the training.

Reminder notices to complete the training will go out 14, 7, and 1 day before the deadline. Once the deadline passes, notices will be sent to the employees starting 7 days after the deadline and continue weekly for 16 weeks. After the 16 weeks, the HR department will reach out to the employee directly. The first and second warning notice will allow the employee an additional month to complete the training. The third notice will include the supervisor and it will be mentioned additional actions might be taken if failure to complete the training within the new deadline. As a last resort, HR will issue a written warning.