

**Sexual Harassment Training Guidelines**

On January 1, 2005, [AB 1825](#) became law in California. It requires employers who have 50 or more employees to provide training on sexual harassment to supervisors.

The law specifically requires that we provide at least two hours of interactive training and education for supervisors which includes:

1. Information and practical guidance regarding federal and state statutory provisions concerning the prohibition against, and the prevention and correction of sexual harassment.
2. The remedies available to victims of sexual harassment in employment.
3. Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation.

By law those with supervisory responsibilities must fulfill this training requirement no later than December 31, 2005, and all employees who become supervisors after July 1, 2005, must receive training within six months of assuming supervisory responsibilities. The training requirement is ongoing, i.e., all supervisors will complete the requirement every two years.

The criteria used to determine participation is based on the following:

For the purposes of complying with AB 1825, we are using the definition of supervisor as spelled out by California's Fair Employment and Housing Act. This includes "any individual with the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action, if ... the exercise of that authority ... requires the use of independent judgment."

If it is determined that an employee meets the criteria they will receive notification from the Office of Human Resources.

As a university, we are committed to providing a workplace free from harassment and believe that education of supervisors is critical to eliminating and preventing harassment. Please continue to provide a great educational environment free of harassment.

Further details and FAQs can be located at the following link:

<http://www.calstate.edu/hradm/pdf2005/hr2005-35.pdf>

Please feel free to contact the campus coordinator, Heather Kennedy at extension 5168 if you have any questions.