

Sexual Harassment Prevention Training

Guidelines

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Why is this necessary?

Santa Rosa Junior College has a commitment to maintaining an educational environment free of sexual harassment and/or sexual misconduct. In addition, all faculty members need to know how to report sexual misconduct. In order to assure that all faculty members understand the law and the guidelines, all Unit A faculty members are required to attend a training once every three years, as required in the District/AFA contract: "All faculty members are required to successfully complete two (2) hours of sexual harassment and sexual abuse reporting training, either online or at Professional Development Activities (PDA) days, which may count toward the flex obligation or for which a faculty member will receive two (2) hours' pay at the base hourly rate. Contract faculty members will complete this training once every three (3) years; adjunct faculty members will complete the training once every sixth (6th) semester of employment or, for those adjunct faculty members who teach summers only, every third (3rd) summer of employment."

Training for All Faculty

a) When will training occur?

The assignment period for the required preventing sexual harassment training for faculty will be every three years. Faculty members who were unable to complete the training will be reassigned during the subsequent spring semester.

b) What about newly hired faculty members?

Newly hired faculty members are assigned the training in the spring semester of the Academic Year they are hired, and reassigned in three years.

c) What kind of training?

All faculty members are assigned a 2 hour online preventing sexual harassment/sexual misconduct training.

d) Are there any exceptions?

At this time, Unit B faculty (Older Adult Program) are not required to take the training and will not be assigned in any cycle.

e) What about faculty on leave?

Full-time or adjunct faculty out on leaves, sabbaticals, or unable to attend for other reasonable circumstances will, upon notification, be removed from the training assignment and reassigned during the subsequent spring semester.

New Faculty

How will new faculty be trained?

As new faculty are hired, they are assigned the training by spring of their year of hire.

Adjunct Faculty

- a) What is the requirement for adjunct faculty who may not have an assignment every semester?

Adjunct faculty will be assigned, along with full-time faculty, based on their active employee status.

- b) What about adjunct faculty members who don't teach in spring?

Adjunct faculty who do not normally have spring teaching assignments are still assigned the training during the spring assignment period, and qualify for payment upon completion of the training by the spring flex Deadline.

- c) What about adjunct faculty members on leaves?

Adjunct faculty on leave or unable to complete the training due to other reasonable circumstances will, upon notification, be removed from the training assignment and reassigned at the next appropriate spring training date.

How will faculty members be paid?

- a) Flex credit:

Those seeking flex credit must fully complete the training and record this in their faculty portal, using code ONL: 03, by the spring flex deadline.

- b) Pay:

Those who fully complete the training and have not taken the flex credit option by the spring flex deadline, will qualify for pay. This will be verified by HR, who will pull a report of those faculty who completed the training, and identify those from that list who have not taken flex credit. These faculty will be sent to payroll for processing. Payment will be issued on their final June check.

- c) Payment will not be issued after the May flex and payroll deadline.

- d) Partial completions will not be honored.

- e) Payment may not be split between flex and pay, faculty must choose one or the other.

What are the deadlines?

- a) The deadline for completion of the training for faculty members for flex or payment is the spring flex deadline. All faculty receive weekly email reminders directly from the vendor (e.g. Everfi). Additional reminders may be sent by Academic Affairs and the appropriate departments.

- b) Any faculty in an incomplete status after the spring flex deadline will be reassigned and required to complete the training in the next spring cycle.

What happens if a faculty member fails to complete the training?

This training is required Professional Development in Article 17 and Article 22 of the District/AFA contract (cited above). The names of those who have not completed the training by the spring flex deadline of each year will be forwarded to Senior Vice President of Academic Affairs.

Who should I contact with questions?

Stephanie Jarrett, Manager, Human Resources Training and Compliance (x4822)