

# Stanford

July 2021

## Non-Supervisor\* Sexual Harassment Prevention Training:

### FAQs for Non-Supervisory Employees

#### Why do I need to complete this training?

Effective January 1, 2020, mandated under the State of California's Senate Bill 1343 discrimination and harassment training is considered state law and therefore is not optional. All non-supervisory employees, including academic staff, postdoctoral scholars, and contingent employees (Stanford's casual, temporary, and student employees) must take the training, there is a separate program designed for supervisors and faculty members. Here at Stanford, we are committed to educating our entire community on this subject. The goal is to allow our community citizens to gain awareness on the effects of sexual harassment, learn how to provide assistance to those affected by the issue, and to become more familiar with the many resources we provide here on campus. The program presents scenarios that encourage us to become "citizens of Integrity" and to create a positive change in our workplace environment for all.

#### When will I receive notification and information to access the training program?

Once assigned, non-supervisory employees<sup>1</sup> will receive a STARS assignment email informing them that they have been assigned to this mandated training. This email will include a link to access the online training program. All non-supervisory employees who did not fulfill the training requirement in 2020 have been assigned in 2021.

#### When is the deadline?

Employees have 30 days from their assignment date to complete the training. The program allows you to stop and start as often as you like and will "bookmark" your progress. It is advisable to complete this training as soon as it is feasible for you and to avoid waiting until the approaching deadline to complete.

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<sup>1</sup> Non-supervisory employees including academic staff, other teaching titles, temporary and casual employees hired directly by Stanford, are required to complete this training. This includes any employee who does not supervise another staff member, student or temporary worker and/or is not in the Peoplesoft "reports to" field as having a direct report.

NOTE: 2020 marked the first phase of training for non-supervisors; casual and temporary workers were assigned the training in early 2021. **Note, casual and temporary staff who instruct students such as lecturers, instructors, visiting, adjunct professors or other teaching titles, were assigned in 2020.**

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#### **Is there a retraining requirement?**

Yes, non-supervisory employees will be required to complete this program every two years (for Stanford it's every even-numbered year) Spring 2022 will be a retraining year. New hires must complete within first six months of their hired date.

#### **I completed Harassment Prevention Training for Non-Supervisors or I completed Harassment Prevention Training for Supervisors and Faculty in 2020 or after – does that fulfill this requirement?**

Yes, if you completed the Harassment Prevention Training for Non-Supervisors or for Supervisors and Faculty in 2020, you have fulfilled the requirement and should not receive notification of a training assignment. If you receive a STARS assignment email you believe is in error, please submit a [SHARE Education SNOW Ticket](#).

#### **Do you need an active SUNet ID to access the online program?**

Yes, all employees must have an active SUNet ID to access the training in STARS and receive credit for this requirement. At the end of the program a Certificate of Completion is provided, we ask that you maintain a copy for your record.

#### **I am a supervisor or faculty member; do I need to complete this training?**

No, supervisors and faculty should NOT complete this course. They are assigned to a different program. If you are a supervisor and received the non-supervisory assignment, please submit a [SHARE Education SNOW Ticket](#).

#### **I do not have a computer; how do I complete the training?**

Please work with your manager or your local Human Resources department to coordinate.

#### **Is there a live version of the training I can take?**

There are no classroom sessions being offered centrally due to COVID-19 restrictions.

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#### **Are Postdocs required to complete this training?**

Yes, Postdocs who have not completed this training in 2020 or later will receive their training assignments beginning in Spring 2021.

#### **I am a temporary or casual employee; do I need to take this?**

Yes, contingent employees, including casual, temporary, and student employees, hired by the university will be assigned and required to complete this training within the first 30 calendar days after the date of hire. However, contingent employees who instruct students such as lecturers, instructors, adjunct professors or other teaching titles, were assigned during the first phase in Spring 2020.

#### **Do enrolled students who work as employees or in staff positions need to take this training?**

Yes, student employees will need to complete this training beginning in Spring 2021.

#### **Is the online program accessible to all?**

Stanford partnered with Get Inclusive to provide online harassment prevention education. Get Inclusive delivers online compliance and prevention training solutions that are designed to be accessible under the Americans with Disabilities Act (Titles II & III), Section 504 of the Rehabilitation Act, and the accessibility standards set forth by the W3Cs Web Content Accessibility Guidelines (WCAG) 2.0 and Section 508 of the Rehabilitation Act.

Stanford and Get Inclusive are committed to delivering engaging educational and training experiences and building digitally inclusive programs for all. If you cannot access content or use features of any of our programs, please [report your accessibility issue](#) or submit a [SHARE, Education SNOW Ticket](#).

#### **The training content may be difficult for me: is there an alternate way for me to comply with this requirement?**

The training program covers various forms of sexual violence such as sexual misconduct, harassment, domestic violence and stalking and may trigger strong feelings. If this is the case for you, please seek help. The [Faculty Staff Help Center](#) is available to employees. Please call 650-723-4577 for assistance. [Click here](#) and [here](#) for more resources. For additional concerns about this content, please contact the SHARE Education Team at [shpo-training@stanford.edu](mailto:shpo-training@stanford.edu).

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#### **Will I get paid for the time it takes to complete this training?**

Yes, employees will be paid for their time to complete the training. Non-exempt (overtime eligible) employees should complete this training during their regularly scheduled work hours.

#### **Will this training be offered in languages other than English?**

Yes, the courses are now available in Spanish. Once the program is launched from the employee's STARS All Learning Page, there will be a language drop down menu on the first slide of the course.