

# Stanford

July 2021

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

### FAQs for Managers

#### Why do employees 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 safe environment for all.

#### When will my employees receive their STARS assignments for this training?

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.

#### When is the deadline?

Employees have 30 days from their assignment to complete this 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.

#### What is the primary option to complete the training?

The primary option to complete the training is the online program.<sup>2</sup>

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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.**

<sup>2</sup> Although the primary format for this training is online, some departments with employees who have less access to computers and/or have employees for whom English is a second language may provide their own in-person training (when social distancing guidelines change). SHARE Education Team has a slide deck available and accompanying "train the trainer" materials. Please email [shpo-training@stanford.edu](mailto:shpo-training@stanford.edu) for more

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#### **Do I need to pay employees for the time it takes to complete this training?**

Yes. Employees must be paid for the time they take to complete this training, including reasonable travel time to attend the training within their work hours if a classroom session is offered by the department.

#### **Do temporary employees hired by a Temp Agency need to take this training?**

Temporary employees hired by an outside agency (i.e. Workforce Logiq) are required to complete this training through their employer and not through Stanford. However, temporary and casual employees (hired by Stanford) will be required to take this training starting in 2021. (Some casual and temps such as instructors, will be asked to complete training in 2020; see footnote #1 on page 1).

#### **What if my employees do not use their Stanford email account and therefore will not see their training assignment email with instructions to register for training in STARS?**

All employees are provided a SUNet ID and a Stanford email account when hired. STARS notifies employees of required training assignments by email. If your employee does not use or check their Stanford email account, it is the department's responsibility to notify them of this training requirement and arrange for computer access if necessary<sup>3</sup>.

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

Yes, non-supervisory employees will be required to complete a course every two years (for Stanford it's every even-numbered year). New employees must complete training within 30 days of hire will be auto assigned and sent an assignment email by STARS soon after their hire date.

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

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

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information. NOTE: If departments offer in-house sessions, the department is responsible for coordinating with the UHR Solutions Team (STARS) to provide proper credit for their session attendees.

<sup>3</sup> Acknowledging that during the current social distancing guidelines, this may not be possible. Contact [shpo-training@stanford.edu](mailto:shpo-training@stanford.edu) with questions.

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#### **What if I hire contingent employees who will be employed for less than 30 calendar days?**

All contingent, temporary and casual employees who will be employed at Stanford for more than 30 calendar days, must complete this training within the first 30 calendar days after the date of hire at Stanford.

If a contingent employee's term will be less than 30 calendar days, the employee will still be auto-assigned the training in STARS but is exempted from this requirement. Starting in 2021, the SHARE Education Team will remind schools, departments and hiring managers that they should inform contingent employees who will be employed for less than 30 calendar days that they are exempt from this requirement and to distribute the following flyers to them: "About Our Shared Culture of Respect" and "Dealing With Sexual Harassment" available for download here:

<https://harass.stanford.edu/informational-flyers>.

#### **What about Stanford affiliates? (Visiting scholars, mentors, volunteers, etc.)**

Most affiliates will not be included in this training mandate at this time. Alternatively, schools and departments should distribute the flyers "About Our Shared Culture of Respect" and "Dealing with Sexual Harassment" to affiliates available for download here:

<https://harass.stanford.edu/informational-flyers>

#### **How about my employees who do not have computers?**

Departments are responsible to provide computers to their employees to access/complete the training. The SHARE Education Team can be a resource and provide further information about Stanford's computer labs (fee-based) or other options. See footnote #2 on pg. 1.

#### **What if my employees do not complete this training by the 2021 deadline?**

Beginning in January 2020, the training is mandated by state law and therefore not optional. Schools and business units will be expected to ensure that employees complete the legally required training.

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**What if I'm interested in providing training that is compliant with the state mandate but also tailored to my specific unit or department?**

In order to ensure consistency throughout the University both in terms of content and compliance, the training program is being offered centrally; departments should not offer separate programs to their employees except in certain circumstances (see footnote #2 on pg. 1). Departments may at their discretion offer supplemental programming post-training. Please contact [shpo-training@stanford.edu](mailto:shpo-training@stanford.edu) with questions.

**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.

**What if a staff member finds the program content difficult for them; is there an alternate way for them to comply with this requirement?**

The training program does cover 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).

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

Stanford has partners 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 great educational and training experiences and building digitally inclusive programs for all. If you cannot access content or use features of any of the SHARE Education Team trainings, please [report your accessibility issue](#) or please submit a [SHARE Education SNOW Ticket](#).