

# Stanford

April 2020

## Non-Supervisor\* Sexual Harassment Prevention Training: FAQs for Non-Supervisory Employees

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

As required by California law and because it is the right thing to do, all Stanford employees, including academic staff, must participate in discrimination and harassment prevention programming every two years. Because we are committed to educating our entire community about discrimination and harassment, there is a separate program for staff supervisors and faculty. This program will help you gain awareness of the serious effects of sexual harassment, learn how you can assist those affected by the issue, and become more familiar with university resources. This program also presents strategies to encourage us to become “upstanders” creating positive change in our work and academic environment here at Stanford.

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

In April 2020, non-supervisory employees<sup>1</sup> will receive a STARS assignment email that will include a link to access the online training program.

### When is the deadline?

Employees who receive notification in April 2020 will have until September 30, 2020 to complete the training program. 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. Beginning in 2020, the training is mandated by state law and therefore not optional.

### 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). New hires must complete within their first six months.

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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 marks the first phase of training for non-supervisors; casual and temporary workers will not be assigned until 2021. **However, casual and temporary staff who instruct students such as lecturers, instructors, adjunct professors or other teaching titles, will be assigned during this first phase in 2020.**

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### FAQs for Non-Supervisory Employees

**I completed Harassment Prevention Training for Non-Supervisors as part of the “early adopter” program or completed Harassment Prevention Training for Supervisors and Faculty in 2019 or after – does that fulfill this requirement?**

Yes, if you completed the Harassment Prevention Training for Non-Supervisors or for Supervisors and Faculty in 2019 or later, 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 [SHPO 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.

**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 course. If you are a supervisor and received this course assignment, please submit a [SHPO 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. There are specific units that may offer limited classroom sessions. Please check with your Human Resources Manager.

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

Yes, Postdocs who have not completed this training in 2019 or later will receive their training assignments after this initial launch (in Summer of 2020).

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

Starting in 2021, temporary or casual 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, casual and temporary staff who instruct students such as lecturers, instructors, adjunct professors or other teaching titles, will be assigned during this first phase in 2020.

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

Most student workers will not need to complete this training in 2020. However, starting in 2021, student workers may be required to train with the rest of the temp and casual workforce.

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

Stanford partners with EVERFI to provide online education. EVERFI solutions 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 EVERFI 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 Sexual Harassment Policy Office trainings, please [report your accessibility issue](#) or please submit a [SHPO 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 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 Sexual Harassment Policy Office at [shpo-training@Stanford.edu](mailto:shpo-training@Stanford.edu) or by submitting a [SHPO SNOW Ticket](#).

### **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?**

Currently, the program is only offered in English.