

Stanford

April 2020

Non-Supervisor* Sexual Harassment Prevention Training:

FAQs for Managers

Why do employees 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 staff gain awareness of the serious effects of sexual harassment, learn how they can assist those affected by the issue, and become more familiar with university resources. This program also presents strategies to encourage learners to become “upstanders” creating positive change in their work and academic environment here at Stanford.

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

In late April, non-supervisory employees¹ 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 2019 or to date in 2020 will be assigned.

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 learners to stop and start as often as they like and will “bookmark” their progress. We advise employees to complete this training as soon as it is feasible for them and to avoid waiting until the approaching deadline to complete. Beginning in 2020, the training is mandated by state law and therefore not optional.

What if my employees completed the training during the “early adopter” program in 2019?

All non-supervisory employees who completed either the classroom or on the online program in 2019 or to date in 2020 have met the requirement and will not be assigned the training. If employees inform you that they have completed the program in 2019 or 2020 yet still received an assignment, please direct them to submit a [SHPO SNOW ticket](#).

¹ 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 the training until 2021. **However, casual and temporary staff who instruct students such as lecturers, instructors, visiting, adjunct professors or other teaching titles, WILL be assigned in 2020.**

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What is the primary option to complete the training?

The primary option to complete the training is the online program.²

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 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 necessary³.

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 six months of hire and 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?

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.

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

Starting in 2021, temporary and casual employees who will be employed at Stanford for more than 30

² 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). SHPO has a slide deck available and accompanying "train the trainer" materials. Please email shpo-training@stanford.edu for more 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.

³ Acknowledging that during the current social distancing guidelines, this may not be possible. Contact shpo-training@stanford.edu with questions.

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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, SHPO 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 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 Sexual Harassment Policy Office 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 2020 deadline?

Beginning in 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.

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 with questions.

Will this training be offered in languages other than English?

This is a change from earlier communication as we had announced in 2019 that a Spanish version would be available. However, unfortunately the program is not currently available in Spanish.

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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 Sexual Harassment Policy Office at shpo-training@Stanford.edu or by submitting a [SHPO SNOW Ticket](#).

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 contact the Sexual Harassment Policy Office at shpo-training@stanford.edu or by submitting a [SHPO SNOW Ticket](#).