

# Stanford

## Summer/Fall 2019 “Early Adopter” Non-Supervisor\* Sexual Harassment Prevention Training:

### FAQs for Managers:

#### **How do my employees sign up for this training?**

If your employee chooses to complete the training 2019, they must self-enroll in the course (SHP-2000) in STARS. They have the option to attend a classroom session or the online program. The Sexual Harassment Policy Office will have limited classroom sessions in 2019 which are available in STARS.

#### **What if my employees do not complete the training in 2019?**

If they do not complete it in 2019, employees will be automatically assigned to the training in early 2020 and notified via a STARS Assignment email with a link to access the training and given a deadline. The primary option to complete the training is the online program.

#### **When are my employees expected to complete this training?**

If employees choose to complete it in 2019 under the “Early Adopter” program, they must complete it by November 15<sup>th</sup> 2019. If they wait for 2020 to do the training, they will be given several months to complete the training.

#### **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.

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

Temporary employees hired by an outside agency (i.e. Manpower) 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.

#### **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 necessary.

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

Yes, non-supervisory employees will be required to complete this every two years (for Stanford it’s every even-numbered year).

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

More information about student staff training obligations will be forthcoming later this fall. For now, students should take training assigned to them based on their status as a student and as assigned by their supervisor. Students are not eligible for the “Early Adopter” program.

\*All non-supervisory employees, including academic staff, other teaching titles, temporary and casual employees hired directly by Stanford are required to complete this training.

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#### **What if I hire short-term contingent employees?**

Starting in 2020, temporary and casual employees who will work at Stanford for more than 30 days, must complete this training within the first 30 days of service at Stanford. These employees are not eligible for the “Early Adopter” training option in 2019.

If a contingent employee’s term will be less than 30 days, the employee will still be auto-assigned the training in STARS but is exempted from this requirement. Schools, departments and hiring managers should inform short-term contingents that they are exempt from this requirement but 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 do I train 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.

#### **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 is being offered centrally; departments should not offer separate programs to their employees. 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?**

In 2020, the online program will be offered in Spanish.

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#### **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](mailto:shpo-training@stanford.edu) or 650-725-0646.

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