



Human Resources
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January 2021

TO: All New Student and Temporary (non-faculty) Employees

FROM: Brenda Balsamo, Interim Associate Vice Chancellor, Human Resources *BB*

RE: Keenan SafeColleges Online Training

Welcome to the Los Rios Community College District! You are joining a team of dedicated professionals committed to serving students and providing the very best learning environment possible.

To ensure an appropriate, professional environment for our students, faculty and staff all new Student and Temporary (non-faculty) employees have **14 days** (from first date of work) to complete the “Sexual Harassment Prevention for Non-Managers (SB 1343)” (60 min) training. It is your responsibility to complete this online training. This training is to be completed during your work hours.

There are an additional six (6) additional trainings that are highly recommended for you to consider completing.

The following four (4) online trainings are located under “Student and Temporary (non-adjunct Employees – Suggested Trainings area: “Workplace Violence: Awareness and Prevention” (20 min), “Workplace Bullying: Awareness and Prevention” (20 min), “Discrimination Awareness in the Workplace” (16 min), and “New Hire Orientation” (25 min).

The following two (2) online trainings are located under “All Employees – Suggested Trainings” are: “FERPA: Confidentiality of Records” (16 min) and “Mandated Reporter: Child Abuse and Neglect” (27 min).

These additional trainings are not required and can be taken on a voluntary basis or during your work hours with the approval of your supervisor.

We sincerely appreciate you completing these trainings and your efforts in creating a professional, safe and harassment-free environment for our students, faculty and staff. **Please note that completion of the sexual harassment training will be required annually, which must be completed with each new rehire assignment (one training required per fiscal year) or when you receive notice from the Human Resources department that you are due for renewal.**

From your work or home computer, please log on to the Keenan SafeColleges website <https://losriosccd-keenansafecolleges.com/login>.

If you have any problems logging on or completing the trainings within fourteen days of your employment, please contact the Human Resources Department Specialist 916-568-3107.

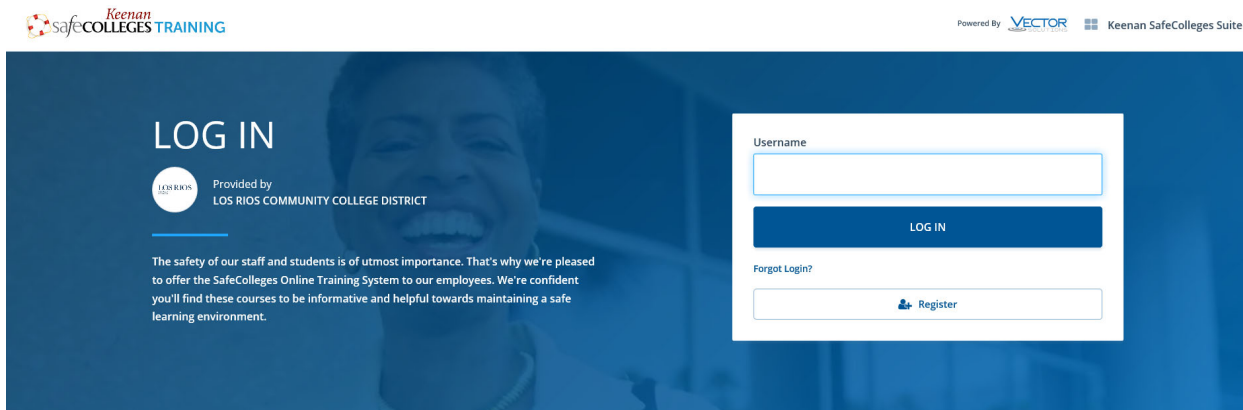
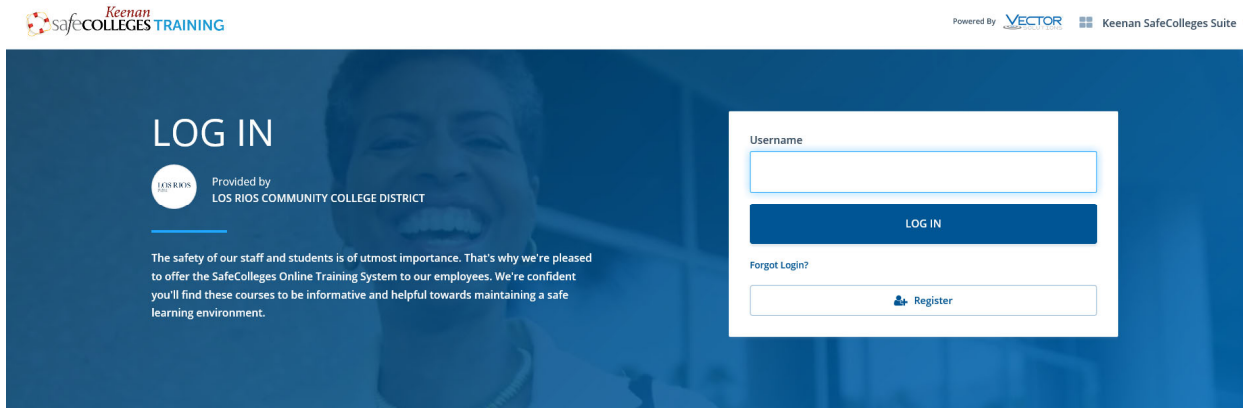
BB:tc

Attachment

Instructions for Student and Temporary (non-adjunct) Employees Training

From your work or offsite computer

- Go to Keenan SafeColleges Training website: <https://losriosccd-keenansafecolleges.com/login>.
- Login to the training site with your username. **Your username is your Los Rios 7 digit employee/student ID number. Please include all leading zeroes and DO NOT use a “W” as part of your username, example: 0000001.** Click on the blue “LOG IN” button.



WELCOME, EXAMPLE EMPLOYEE!

Position: Location:

This isn't me.

LOG ME IN!

- Click on the “LOG ME IN!” button.
- Under Student and Temporary (non-adjunct) Employees – Mandatory Training, select the “Sexual Harassment Prevention for Non-Managers (SB 1343)” (60 minutes) course.

0% Student and Temporary (non-adjunct) Employees - Mandatory Training

This training is mandatory for Student and Temporary (non-adjunct) Employees upon being hired and is to be taken during work hours. This Sexual Harassment training must be completed every year and is to be completed during work hours.

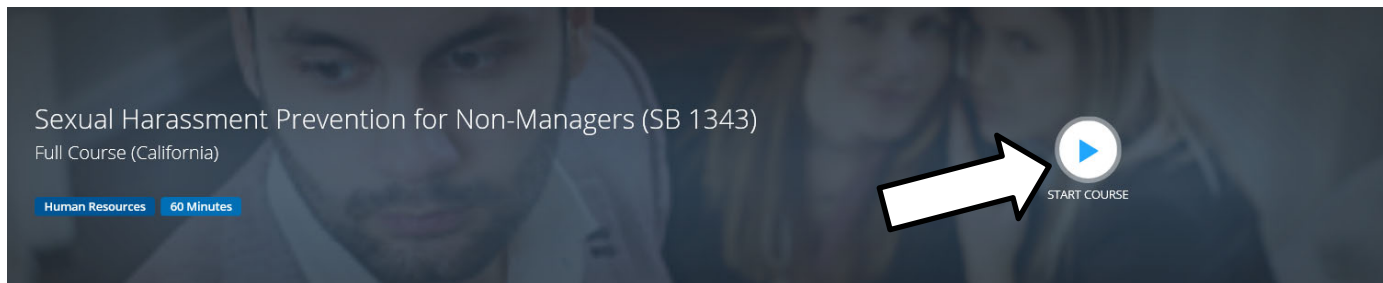


Sexual Harassment Prevention for Non-Managers (SB 1343)
Full Course (California)
California is a leader in protecting employees against sexual discrimination and harassment, so it's critical

60 Minutes

Start 

- Accept the Disclaimer. Click on “Start Course”.



- A viewing window will open and the training will begin. You must complete each module for successful completion of the training. When you complete a module, the status will update to “Completed”, proceed to the next module.

TABLE OF CONTENTS		
1	Introduction 7 Minutes Required	Start →
2	Defining Sexual Harassment 10 Minutes Required	Start →
3	Anti-Harassment Policies and Procedures 4 Minutes Required	Start →

When you have completed the full course, you will have an option to print a certificate. You may print the certificate for your records; Human Resources will automatically have a record of your completion.

The Sexual Harassment Prevention for Non-Managers (SB 1343) – Full Course training is required with each new hire or rehire assignment (one training required per fiscal year) or when you receive notice from the Human Resources department that you are due for renewal.









The following four additional courses are suggested for Student and Temporary (non-adjunct) employees to complete. Access the courses in the same manner as the Sexual Harassment Prevention training. These trainings can be completed on a voluntary basis or during work hours with the approval of your supervisor.

- New Hire Orientation – Full Course (25 minutes)
- Workplace Bullying: Awareness and Prevention – Full Course (20 minutes)
- Workplace Violence – Full Course (Employee) (20 minutes)
- Discrimination Awareness in the Workplace – Full Course (16 minutes)

Student and Temporary (non-adjunct) Employees - Suggested Trainings

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These suggested trainings are for Student and Temporary (non-adjunct) employees and can be taken on a voluntary basis or during work hours with approval of your supervisor.

	<p>Discrimination Awareness in the Workplace Full Course</p> <p>This course is designed to instill staff with a basic awareness and understanding of discrimination, which</p>	16 Minutes	Start 
	<p>New Hire Orientation Full Course (California)</p> <p>This course introduces new employees to a variety of workplace safety concepts and practices, including</p>	25 Minutes	Start 
	<p>Workplace Violence: Awareness and Prevention Full Course (Employee)</p> <p>The goal of this course is to provide employees and supervisors with basic information about awareness</p>	20 Minutes	Start 
	<p>Workplace Bullying: Awareness and Prevention Full Course</p> <p>This course is designed to help staff members gain greater understanding of the nature of workplace</p>	20 Minutes	Start 

The following two additional courses are suggested for Student and Temporary (non-faculty) employees to complete. Access the courses in the same manner as the Sexual Harassment Prevention training. These trainings can be completed on a voluntary basis or during work hours with the approval of your supervisor.

- Mandated Reporter: Child Abuse and Neglect – Full Course (27 minutes)
- FERPA: Confidentiality of Records – Full Course (16 minutes)

All Employees - Suggested Trainings

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These trainings are suggested trainings. Non-faculty can complete these trainings on a voluntary basis or during work hours with approval of your supervisor. Faculty/Adjuncts can complete these trainings on a voluntary basis; however, compensation will not be received.

	<p>Mandated Reporter: Child Abuse and Neglect Full Course (California)</p> <p>This course provides staff with an overview of law regarding the mandated reporting of child abuse,</p>	27 Minutes	Start 
	<p>FERPA: Confidentiality of Records Full Course</p> <p>This course addresses training needs relating to student education records. This course covers</p>	16 Minutes	Start 