



Human Resources
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August 2022

TO: All New Student and Temporary (non-faculty) Employees
FROM: Chanelle Whittaker, Associate Vice Chancellor, Human Resources
RE: Keenan SafeColleges Online Training

CW

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-adjunct) employees have **14 days** (from first date of work) to complete the **two (2) Mandatory Trainings**: “Sexual Harassment Prevention for Non-Managers (SB 1343)” (60 min) training AND the “Title IX and Sexual Harassment Prevention for Employees (Full)” (28 min). 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” (20 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” (36 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 for non-managers (SB 1343) 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.**

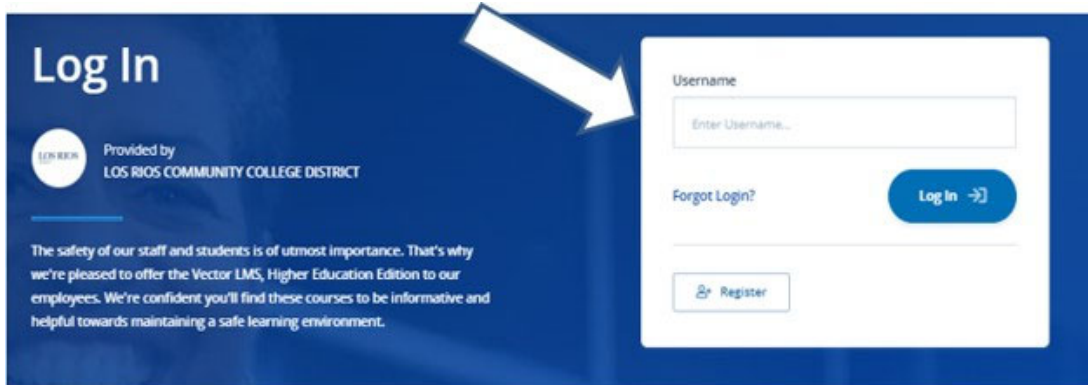
From your work or home computer, please log on to the Keenan SafeColleges website <https://losriosccd-keenansafecolleges.com/login>. If you have any problems logging on or completing the trainings within fourteen days of your employment, please contact the Human Resources Department Specialist 916-568-3107.

CW: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.



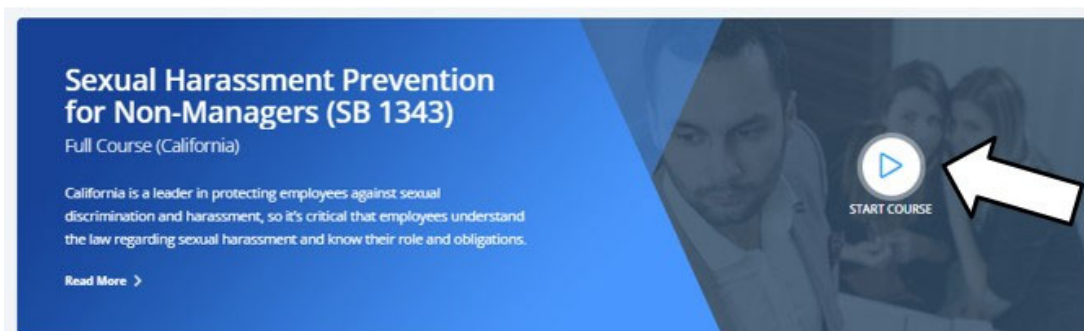
WELCOME, EXAMPLE EMPLOYEE!

Position: Los Rios Community College District Location: Los Rios Community College District

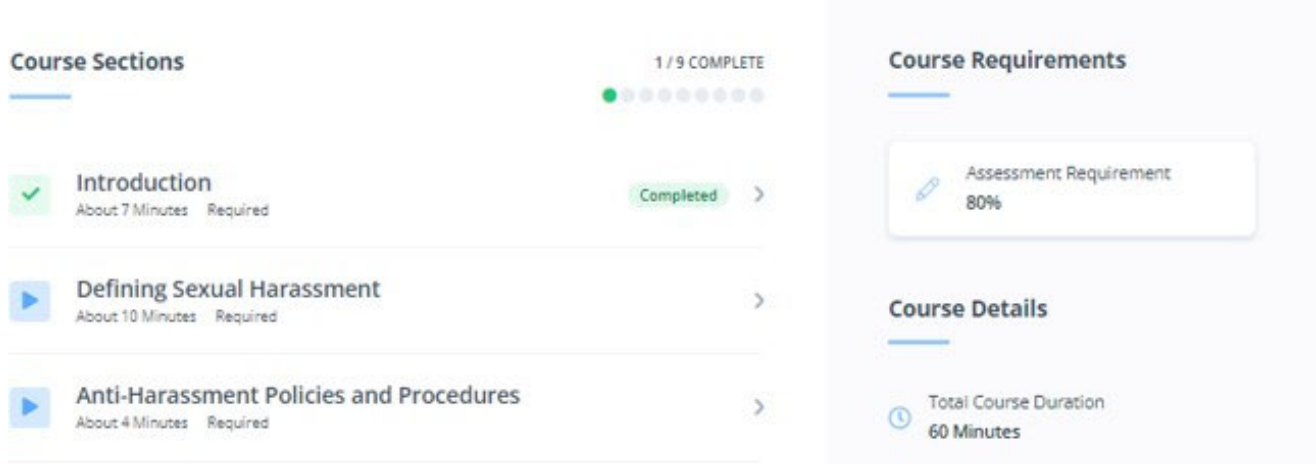
This isn't me.

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)” (Full Course) (California) (60 minutes) course.
- Read the disclaimer and click "Accept". Then on the next screen click on “Start Course”.



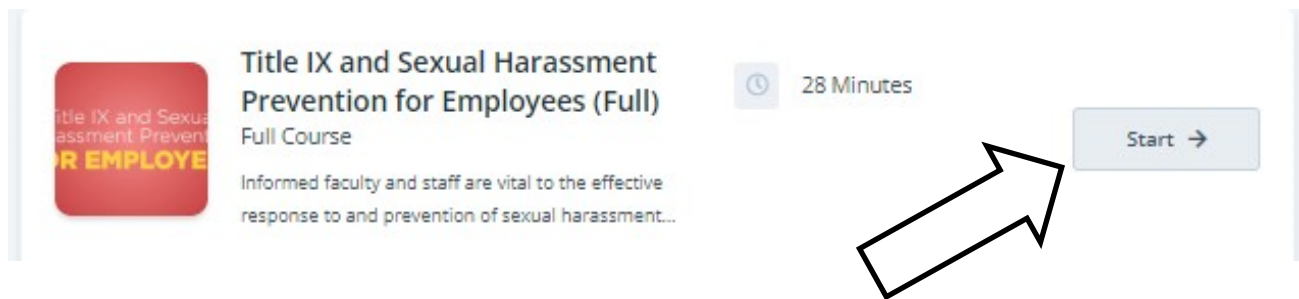
A viewing window will open and the training will begin. You must complete each module for successful completion of the training. When you complete a module, the status will update to “Completed”, proceed to the next module.



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.

Access the next required course in the same way as above; however, this time select the “Title IX and Sexual Harassment Prevention for Employees (Full)” (28 minutes) training and click on "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.



Again, 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 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.

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

The screenshot displays a list of four training courses in a light blue interface. Each course entry includes a small thumbnail image, the course title, subtitle, duration, and a 'Start' button with a right-pointing arrow. The courses are: 1. 'Discrimination Awareness in the Workplace' (20 Minutes, Full Course) with a description: 'Although we've long understood that discrimination and harassment are unlawful in the workplace, it's...'. 2. 'New Hire Orientation' (25 Minutes, Full Course (California)) with a description: 'This course introduces new employees to a variety of workplace safety concepts and practices...'. 3. 'Workplace Bullying: Awareness and Prevention' (20 Minutes, Full Course) with a description: 'This course is designed to help staff members gain greater understanding of the nature of workplace...'. 4. 'Workplace Violence: Awareness and Prevention' (20 Minutes, Full Course (Employee)) with a description: 'The goal of this course is to provide employees and supervisors with basic information about awareness...'. Each course has a small clock icon next to the duration.

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.

- FERPA: Confidentiality of Records – Full Course (16 minutes)
- Mandated Reporter: Child Abuse and Neglect – Full Course (36 minutes)

The screenshot displays two training courses in a light blue interface. Each course entry includes a small thumbnail image, the course title, subtitle, duration, and a 'Start' button with a right-pointing arrow. The courses are: 1. 'FERPA: Confidentiality of Records' (16 Minutes, Full Course) with a description: 'This course addresses training needs relating to student education records. This course covers...'. 2. 'Mandated Reporter: Child Abuse and Neglect' (36 Minutes, Full Course (California)) with a description: 'This course provides staff with an overview of law regarding the mandated reporting of child abuse...'. Each course has a small clock icon next to the duration.