



MEMORANDUM

To: All Faculty and Staff

From: Elizabeth Garrett 
Todd R. Dickey 

Date: January 10, 2011

Subject: 2011 Harassment Prevention Training

USC is committed to maintaining an environment that respects the rights and dignity of all individuals. The Board of Trustees has mandated that all employees regularly receive harassment prevention training; for faculty, the Faculty handbook also requires such training. In addition, California law requires that “supervisors” receive this training every two years; all faculty are included under that legal definition.

We have designated calendar year 2011 as an official training year for the purpose of complying with California law. This means we require all employees to complete training in the designated training year, even if they participated in training at any time on or before December 31, 2010.

This mandate includes participation by:

- Part-time and full-time faculty
- Staff, including union employees
- Post-docs*
- Volunteer faculty*
- Teaching Assistants
- Student workers **who are supervisors**
- All of the above, even if trained by another employer

* Post-docs and certain groups of volunteer faculty (e.g., Keck School of Medicine, Ostrow School of Dentistry and School of Pharmacy) will have training handled through live sessions.

Individuals excluded at this time include:

- Research assistants
- Student workers **who are not supervisors**
- Sub-contractors

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We are requiring employees to complete this training during the period from **February 1 through February 28, 2011**. You will receive a personalized link via e-mail from our vendor *Workplace Answers* during the week of February 1, 2011. You will also be able to obtain your personal link through USC's eTrac system. For help with accessing the training, you can visit a special website: www.usc.edu/harassmentawareness.

For those who have challenges completing an online training, in-person, live seminars will also be offered. To register for live sessions that meet the training requirement, you must go to www.usc.edu/harassmentawareness or contact Professional Development at (213) 821-6319 or (213) 740-5885 or through email at harassmentprevention@caps.usc.edu.

This is also a good time to review USC's policies on harassment prevention at http://policies.usc.edu/emp_workplace_issues.html. You can also visit the Office of Equity and Diversity website to review the complaint process at: http://www.usc.edu/dept/adminops/equity_diversity/index.html. To make a complaint or report one made to you, call Equity and Diversity at (213) 740-5086.

Attached is a summary of harassment prevention training resources. Please contact John Zivi, Training Manager in Professional Development, at jzivi@caps.usc.edu or (213) 740-8627 if you have any questions.

We urge you to make it a priority to complete this training requirement in the timeframe allotted. This will also help the staff in the Professional Development office who are hosting the training, as well as your departmental contacts who are helping coordinate participation, achieve their goals of one hundred percent participation.

Attachment

cc: C. L. Max Nikias
Robert Abeles
Al Checcio
Martha Harris

2011 Harassment Prevention Training

Who must participate in 2011?

- Part-time and full-time faculty
- Staff, including union employees
- Post-docs*
- Volunteer faculty*
- Teaching assistants
- Student workers **who are supervisors**
- All of the above, even if trained by another employer

* *Some Post-docs and certain groups of volunteer faculty, e.g., Keck, dentistry and pharmacy, will be handled through live sessions.*

Excluded at this time:

- Research assistants
- Student workers who are **not supervisors**
- Sub-contractors

Online training

Our vendor *Workplace Answers* will send you a personalized link via e-mail during the week of February 1, 2011. You will also be able to obtain your personal link through USC's eTrac system. For help with accessing the training, you can visit a special website: www.usc.edu/harassmentawareness.

Live training

In-person seminars will also be available for those who have challenges completing the training online. To register for live sessions, go to www.usc.edu/harassmentawareness.

Questions regarding USC policies on harassment

This is a good time to review USC's policies on harassment prevention at http://policies.usc.edu/emp_workplace_issues.html.

You can also visit the Office of Equity and Diversity website to review the complaint process at: http://www.usc.edu/dept/adminops/equity_diversity/index.html. To make a complaint or report a complaint made to you, call Equity and Diversity at (213) 740-5086.

Questions regarding Harassment Prevention Training

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