

MEMORANDUM

To: All Faculty and Staff

From: C. L. Max Nikias
Todd R. Dickey

Date: March 2, 2009

Re: 2009 Harassment Prevention Training

C. L. Nikias
Todd Dickey

USC is committed to maintaining an environment that upholds our Trojan Family values of caring and respect, and is conducive to working and learning. The Board of Trustees has mandated that all employees must 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 come under that legal definition.

The time has come again, and 2009 is a training year for our entire university community. In accordance with California regulations, we have a “training year” schedule of compliance with the law, which means that all employees must complete training in the designated training year, even if they had recently been trained as a new hire or as a result of delay in 2007 compliance.

The 2009 training must be completed during the period from **April 6, 2009 through May 8, 2009** through a process very similar to the 2007 cycle. You will receive a personalized link via email from our vendor *Workplace Answers* during the week of April 6, 2009. As an added convenience this year, you will also be able to obtain your personal link through USC’s eTrac system.

Who Must Participate in 2009?

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

Excluded at This Time:

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

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Please make this a priority, and cooperate with the Professional Development office and your departmental contacts to complete your training. The vitality of our learning environment and workplace rests upon adherence to our core values, and our commitment to respect the rights and dignity of all persons.

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.

For help with accessing the training, you can visit a special website: www.usc.edu/harassmentawareness. Live seminars will also be available to those who have challenges completing the training online. To register for live sessions, please go to www.usc.edu/harassmentawareness or contact Professional Development at 213-740-5885 or through email at harassmentprevention@caps.usc.edu

For any questions, please contact Brad Deibel, Program Manager in Professional Development at bdeibel@caps.usc.edu or (213) 821-1592.