



## DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

# Memo

To: School Staff  
From: Anna Schiele/Director of Lay Personnel  
Date: September 23, 2019  
Subject: Mandatory Anti-Sexual Harassment Training Laws

**Effective January 1, 2019:** Employees will now be required to take a one hour training every 2 years in addition to supervisors having to take two hour training. The California Department of Fair Employment and Housing has also taken the position that SB 1343 “requires that employees be trained during calendar year 2019. Employees who were trained in 2018 or before will need to be retrained.” This will require all employers to have supervisors complete the updated training module and to ensure employees complete the new one hour training module.

All school employees will have from 8/1/2019 – 10/1/2019 to complete this training. This training is done through CMG Connect. You can log in to your account or create an account if you are a new user by clicking the following link <https://sacramento-schools.cmgconnect.org/>. Once logged in, please follow the instructions below to complete the supervisor training.

1. Select “Trainings” icon on the left hand side
2. Scroll down to “Optional Trainings”
3. Select one of the following trainings: Managers & Supervisors or Non-Supervisor
4. Select “Start Curriculum”
  - a. Please note that you must complete the specific segment you’re in prior to exiting the training. Failure to do so will result restarting the same segment next time you log into resume the training.
5. Email certificate of completion to [btorres@scd.org](mailto:btorres@scd.org)

Why is this training important? First, it is required by law! Second, any employee or manager involved in harassment can be individually liable for monetary damages. Finally, this training will help ensure a productive and positive workplace for all employees.

This course will provide a general overview of sexual harassment prevention to assist employers in developing a greater understanding of basic compliance obligations in California. There will be a short assessment at the conclusion of the presentation. We understand that most of you completed the training last year, however, the training laws have been updated since.

Please contact Bianka Torres at [btorres@scd.org](mailto:btorres@scd.org) or (916) 733-0241 should you have any questions.

Thank you.

**Disclosure:** We are aware that some of the material incorporated in the training is not applicable to our religious entity but it is mandated by law.