

EXECUTIVE OFFICE

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MEMORANDUM

DATE: November 12, 2008

TO: ALL EMPLOYEES

FROM: Carrie Lopez
Director

SUBJECT: Mandatory Online Sexual Harassment Prevention (SHP) Training

As employees of the Department of Consumer Affairs (DCA), we all share the responsibility of building and maintaining sound working relationships. Our business success depends on our ability to work together in an atmosphere of trust and mutual respect. Promoting an environment free from all forms of harassment is one way to demonstrate DCA's commitment to providing a respectful work environment. This, in turn, helps to ensure that our employee-employer relationships are well maintained – the most important element of any business.

DCA is committed to maintaining a positive, productive work environment that is free from all forms of harassment or bias and providing our employees with the knowledge and skills needed to fulfill this responsibility. To this end, we are introducing a new online training program, *Preventing Sexual Harassment*, provided by New Media Learning (NML). While the training focuses primarily on ways to identify and prevent sexual harassment, it also addresses key ideas that can be easily applied to other types of discrimination.

The Equal Employment Opportunity (EEO) Office has responsibility for ensuring that all Managers, Supervisors, and Board and Commission members complete Sexual Harassment Prevention (SHP) training every 2 years as required by Assembly Bill (AB) 1825. Similarly, the DCA Executive Office and Sexual Harassment Prevention Policy (EEO 04-01) mandates that Rank and File employees complete SHP training every 2 years. The online training, *Preventing Sexual Harassment* provided by NML, meets these mandates. (**Note:** If you have completed the required training within the last 2 years, you must provide the EEO Office a copy of your certificate of completion or take this training).

Preventing Sexual Harassment provides a practical and convenient option to fulfill your responsibility in the prevention of sexual harassment at DCA. The online course including the Mastery Test, takes two (2) hours (as required by law) for Managers, Supervisors, Board and Commission members, and approximately one (1) hour for Rank and File employees to complete. The training uses an active learning process that does not disrupt your work responsibilities

or require you to schedule specific off-site training classes. The program produces documentation of when you took the course and your success achieved in the Mastery Test. You will not be allowed to print a certificate unless the time has been fully accounted for. This information is forwarded to the EEO Office for tracking purposes.

Objectives of Preventing Sexual Harassment

At the end of this course, you will be able to:

- Identify behavior that might be considered sexual harassment,
- Understand the legal and other consequences of sexual harassment,
- Understand your role and responsibility as an employee in contributing to a workplace free of sexual harassment,
- Understand what actions to take against sexual harassment, and
- Understand appropriate policies and procedures on sexual harassment.

Keep in mind that this training is mandatory for all DCA employees which includes: Rank and File Employees, Temporary Employees (Retired Annuitants, Proctors, Seasonal Employees and Student Assistants), Managers, Supervisors, Board and Commission Members. Additionally, the EEO Office will track AB 1825 compliance for Managers, Supervisors, Board and Commission Members and provide this information to the Executive Office. I'm asking that you give serious attention to this matter and to take away from this training a personal commitment to comply with the law and with our policy of "zero tolerance" for harassment and discrimination at DCA. Additionally, I ask that Managers and Supervisors allow employees sufficient time to complete the training, at an appropriate time, based on operational needs.

The Online training can be accessed as of November 12, 2008.

If you have any questions regarding this subject matter, please feel free to contact EEO Office Training Coordinator Mary Tarango at (916) 574-8283 or EEO Office Manager Hilda Youngblood at 574-8281 or via e-mail at: shpresults@dca.ca.gov.

Attachments

- A-Instructions to Access the Training: Managers, Supervisors, Board and Commission Members
- B-Instructions to Access the Training: Rank and File
- C-Print screen-EEO webpage, <http://inside.dca.ca.gov/eeo>
- D-Print screen-New Media Learning website at, <http://training.newmedialearning.com/psh/cadeptconsumeraff/index.htm>
- E-Print screen-User Information Page for Managers/Supervisors

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State Officials

Interactive Course

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Ethics Training Courses For State Officials

California law requires state officials to complete an ethics training course within six months of their hiring, and every two years thereafter. To help state officials meet this requirement, the Attorney General's Office and the Fair Political Practices Commission have developed the ethics training course available here.

State officials who wish to use this course to satisfy their mandatory ethics training requirement should check with their agency first.

Choose among the following formats:

- [Interactive Online Ethics Course](#). Best viewed at screen resolution 800 x 600. Requires Netscape or Internet Explorer version 7.0 or higher. Best supported by Java Runtime Environment (JRE) 5.0 Update 12. Also see [Troubleshooting Tips](#). To view "pop ups" such as the certificate of completion, turn off pop-up blocker prior to launching course.
- [Non-Interactive Course](#). This is the text-only version of the online ethics course.

IMPORTANT: The gift limit under the Political Reform Act increased from \$390 to \$420 on January 1, 2009, and will remain in effect through December 31, 2010. Due to current budget constraints, we are unable to update the course to reflect the \$420 limit at this time.

For members of the State Bar of California, the interactive ethics training course is certified for two hours of general self study.

FREE ON-LINE ETHICS TRAINING COURSE AVAILABLE FOR LOCAL OFFICIALS

Cities, counties and special districts in California are required by law (AB 1234, Chapter 700, Stats. of 2005) to provide ethics training to their local officials. A free on-line ethics training course is available to satisfy the local government ethics training requirement. Use the link below to access the course available from the state Fair Political Practices Commission:

[AB 1234 Ethics Training for Local Officials](#)

Other training courses may be made available from commercial enterprises, nonprofit organizations and a local agency's own legal counsel. Persons preparing ethics training courses should review the Attorney General's guidelines.

[See Attorney General Guidelines on Course Accuracy and Sufficiency](#)  (PDF 45 kb / 5 pg)

OTHER RESOURCES

- [Fair Political Practices Commission](#)
- [Institute for Local Government](#)

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