

Notice of Sexual Harassment Prevention Training Requirement

In keeping with state and federal laws and specifically the Governor's Executive Order Prohibiting Unlawful Harassment, Human Resources is introducing a new interactive training program called "Preventing Sexual Harassment." This program provides training to employees in support of Utah Valley University's commitment to maintain an environment free from all forms of harassment and demonstrate UVU's commitment to providing a respectful work environment.

This course is required for all full-time and part-time Utah Valley University employees – faculty, staff, adjuncts, and student employees. Completion of the course for all current employees must be done by November 1, 2009. New employees must complete the training within thirty days of the first day worked. Since this is a required training, we ask that all division and departmental leaders set aside time during the course of the day to allow employees time to complete the course. If special arrangements are required, please contact Human Resources (ext. 6595) to accommodate your request.

"Preventing Sexual Harassment" enables you to train yourself in a practical, convenient way. The online course takes approximately 45 - 60 minutes to complete, including a mastery test. The training uses an active learning process that does not require you to schedule a specific off-site training class. In addition, the program produces documentation of when you took the course and the score achieved in the mastery test. Although the training focuses primarily on ways to identify and prevent sexual harassment, it addresses key ideas that can be easily applied to other types of harassment.

To complete the on-line training program:

- Log on to UVLink (<http://uvlink.uvu.edu>), select the "Employee" tab.
- While on the "Employee" tab screen, select the link "Preventing Sexual Harassment Online Training" in "The Training Channel." (The Training Channel is located on the lower right hand side of the screen.)
- Select the appropriate training module for your position (faculty, supervisory, non-supervisory).
- Follow the directions found in the training module.
- The training module and test will take about 45 - 60 minutes to complete.
- The test will be automatically scored. Eighty percent (80%) or higher satisfies this training requirement for the non-supervisory module, Ninty percent (90%) or higher for the supervisory and faculty modules.
- Human Resources will be notified that you have completed the training and your results will be recorded in BANNER.
- You may print out a copy of the completion certificate for your records.
- Every other month, Human Resources will provide a list to leaders of those employees who have not completed the training program.
- Leaders will be following up to assure UVU is complying with the requirement that employees complete the training.
- Since it is located on the web, accessibility is 24 hours a day, 365 days a year!!

Thank you for taking the time to make this training a success. As always, if you have any questions, please contact Human Resources, ext. 6595.