



DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

Memo

To: Agencies, Cemeteries, Parish and School Management Staff
From: Anna Schiele/Director of Lay Personnel
Date: June 19, 2018
Subject: Mandatory Anti-Sexual Harassment Training Due September 30, 2018

The State of California requires that all supervisors take an anti-sexual harassment course every 2 years.

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.

The Diocese of Sacramento has arranged for you to complete the online training. You should have received an email from Bianka Torres asking that you submit a list of all your management staff on site. Then, they will receive the email link to the course with instructions on how to complete the training. Parishes, Schools and Agencies should expect to receive the link as their staff lists come in. If you haven't already, please email Bianka Torres at btorres@scd.org with a list of all your management staff on site. If you have already received the link and completed the training, thank you for doing so.

The course must be completed by September 30, 2018

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. The course is designed to take approximately two hours but you can choose to stop and save in between. Please allow 20 to 30 minutes for completion of the assessment portion of the course.

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