



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

LAY PERSONNEL

To: Priests
Fr: Anna Schiele – Director of Lay Personnel
Katita Schloemann – Safe Environment Coordinator
Date: July 1, 2019
Subject: Catholic Mutual Group Trainings

Last week, you received information on two mandatory trainings that are offered through Catholic Mutual Group. All priests will have from **May 15, 2019 – September 1, 2019** to complete both trainings.

Anti-Sexual Harassment Training: 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.

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.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 “Required Managers & Supervisors 2019 Training”
4. Select “Start Curriculum”
5. Email certificate of completion to btorres@scd.org

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

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.

Safe Environment Training: 2019 is our designated year for our priests to train for safe environment. Our new training, **Safe Haven**, is offered through Catholic Mutual Group. It is a 3 part video series, which identifies real-life abuse and neglect situations that individuals may encounter. The training addresses important topics such as pornography, grooming techniques, social media interaction, and boundary violations. Safe Environment training has to be renewed every 3 years.

The link to complete both trainings is <https://sacramento.cmgconnect.org/>. You will need to create an account. If you already have an account with Catholic Mutual, please use your designated login and password.

Thank you.