



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0239 • Fax 916/733-0238

OFFICE OF LAY PERSONNEL

Memo

To: Pastors, Priest, Agency Directors, Office Managers, and Human Resources Representatives
From: Anna Schiele/Director of Lay Personnel
Date: August 28, 2023
Subject: Mandatory Anti-Sexual Harassment Training Laws

It is required by law for all employees to complete the mandatory California Anti-Sexual Harassment training every two years. All non-supervising employees are required to take a one- hour training while supervisors are required to take a two-hour training. All employees in the Diocese of Sacramento must complete the required training this year. The Diocese of Sacramento renewal training will be completed every odd year.

All employees will have until October 31, 2023 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 respective link for your location:

- Catholic Funeral & Cemetery Service Employees: <https://sacramento-cemeteries.cmgconnect.org>
- Charities/Camps/Agency Employees: <https://sacramento-charities-camps.cmgconnect.org>
- Parish Employees: <https://sacramento.cmgconnect.org>

Once logged in, please follow the instructions below to complete the training.

1. Select "Trainings" icon on the left hand side
2. Scroll down to "Required Trainings"
3. Select one of the following trainings: Managers & Supervisors or Non-Supervisor
4. Select "Start Curriculum"
5. Email certificate of completion to lheredia@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.

Please contact Lilian Heredia at lheredia@scd.org (916) 733-0239 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.