Two major developments with respect to sexual harassment will affect UCLA beginning July 1, 2005. First, the University of California has revised the system-wide policy and procedures, replacing both existing University and campus practices. Second, the State of California enacted a law, signed by the Governor, requiring all employers in the state with 50 or more employees, including the University of California, to provide specified sexual harassment training to all supervisory employees. While many employers already voluntarily provide this type of training to supervisors in order to promote an environment free of harassment and in light of the substantial risks faced in litigation, doing so is now mandatory. UCLA is required by law to provide training to all supervisors.

In response to this new UC Policy on Sexual Harassment, External Affairs will be taking the following steps to ensure compliance by January 1, 2006:

### Compliance Timeline

<table>
<thead>
<tr>
<th>Who</th>
<th>Training</th>
<th>Compliance Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA Supervisors as of November 1, 2003</td>
<td>Supervisors who attended the November 6, 2003, December 9, 2003, or January 27, 2004 EA-wide or CHR Sexual Harassment training sessions will be considered in compliance.</td>
<td>January 1, 2006</td>
</tr>
<tr>
<td>EA Supervisors as of November 1, 2003 and forward</td>
<td>Supervisors who did not attend any of the above Sexual Harassment training sessions will be notified to meet the compliance deadline.</td>
<td>January 1, 2006</td>
</tr>
<tr>
<td>New EA Supervisors as of July 1, 2005 and forward</td>
<td>All incoming supervisors, including those who become supervisors, are required to take CHR’s Sexual Harassment training class.</td>
<td>Within six months of assuming the supervisory position</td>
</tr>
<tr>
<td>ALL EA Supervisors</td>
<td>Each supervisor will be required to complete a mandatory course once every two years.</td>
<td>January 1, 2008</td>
</tr>
</tbody>
</table>

**Definition of a Supervisor:**

Any employee designated as a supervisor as part of his/her pay title or anyone having the authority "to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action..." (e.g. direct reports, shared assistants, students, etc.) will be considered a supervisor for the purpose of AB 1825 compliance.
Campus Human Resources - AB 1825 Training – Course Description:

Preventing & Correcting Sexual Harassment for Supervisors

This class provides supervisors and managers with guidance for preventing and correcting sexual harassment. The course utilizes actual cases to assist managers and supervisors in identifying sexual harassment and in determining strategies for prevention and correction. The format is highly interactive and includes case studies and role-playing. Participants learn the facts of actual cases decided by courts and apply the legal and policy definitions to actual situations. Actual cases are also examined to determine how participants can avoid pitfalls. The role of managers and supervisors in creating a harassment free environment are explored as are tips for dealing with common situations.

- This course will be offered on a monthly basis by Campus Human Resources to accommodate the number of supervisors that need to complete training within the six-month deadline.

Using SkillNet, the online enrollment system, go to http://www.chr.ucla.edu/

- Click on the classes tab to your left
- Select Display by Category
- Go to Supervisory Development
- Click on Preventing and Correcting Sexual Harassment for Supervisors
- Choose the enroll button for the class you wish to attend
- Enter your UID
- Once you provide the required account information, click on Complete Enrollment to finish the process
- The cost per session is $12

- You may also contact the CHR Training Assistant at x40850 if you need additional assistance

- Another alternative, prior to January 1, 2006, is to complete an on-line course (now being modified to comply with the statutory requirements)

If you have any questions regarding the new UC polices and procedures, please e-mail UCLA’s Title IX compliance officer, Pamela Thomason or call her at x63417.

For questions, regarding External Affairs’ efforts to comply with AB 1825 Sexual Harassment Training, please e-mail Grace Basila, HRD Program Manager, or call her at x48191.