

D.6.1.2 (Procedure) Required Training

Responsible Department: Human Resources

Based on Board Policy: [D.6.1](#) - Professional Development

Approved: 4-28-09

Last Amended: 1-13-10

Ethics Training

Each new full-time employee shall complete the Ethics and Compliance policy/code of conduct training within 89 days of the employee's hire date (before the employee's 90-day evaluation).

Each employee shall also complete the current year's on-line annual ethics training each year. Supervisors are responsible for ensuring that all employees under their supervision complete the annual training, and shall include the employee's completion of such training as an element of the employee's annual performance appraisal. It is the responsibility of the District Ethics and Compliance Office to coordinate and monitor such training.

EEOC Training

Each new full-time employee is required to attend EEOC training within 30 days of being hired, and all employees are required to attend training at least once every two years. There are strong legal and moral reasons to avoid employment discrimination. This course discusses federal laws that specifically prohibit discrimination. Discriminatory practices create morale problems among employees who believe that opportunities will be denied to them. Supervisors are responsible for knowing and understanding equal employment opportunity laws. The Human Resources department is responsible for providing and monitoring this training.

New Employee Orientation

All new full-time employees are required to attend new employee orientation where they will learn about the College District and their jobs before they are expected to function effectively in their specific assignments. Such training is accomplished through an orientation program for all new employees. The Human Resources department is responsible for providing and monitoring new-employee orientation. It is the responsibility of a new employee's supervisor to establish and implement department-specific orientation programs.

New Supervisor Training

Each new supervisor or manager is required to attend orientation/supervisory training, and other training as the College District designates. The Human Resources department is responsible for providing and monitoring new-supervisor training. Training for new supervisors shall include, but not be limited to, topics that contribute to effective supervision such as performance evaluations, people skills, policy and procedure review, ethics, and compliance with Equal Employment Opportunity requirements.

The individual to whom the supervisor reports is responsible for supplemental orientation, training, and coaching to aid in the supervisor's professional development.

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Sexual Harassment Training

Sexual harassment in the workplace is extremely serious and violates Title VII of the 1964 Civil Rights Act. Each new full-time employee is required to attend this training within 30 days of being hired, and all employees are required to attend training at least once every two years. This program is designed to provide participants with a clear message on how to identify and deal with sexual harassment in the workplace. Participants will learn how to recognize the most common forms of sexual harassment, what to do if they are the target of harassment and what steps to take in reporting sexual harassment.