



Mandated Harassment Training (SB 1343)

Frequently Asked Questions

1. What is SB 1343?

A new state bill known as [SB 1343](#) has been passed in California which now requires all SMC non-supervisory employees to complete at least **one hour** of training every two years on preventing sexual harassment, abusive conduct (workplace violence and bullying), and harassment based upon gender

2. Why is this training mandatory?

The California Fair Employment and Housing Act makes specified employment practices unlawful, including the harassment of an employee directly by the employer or indirectly by agents of the employer with the employer's knowledge. The Department of Fair Employment and Housing has mandated that employers provide training to all non-supervisory employees.

3. Are ALL SMC employees required to complete the training?

Yes, all District non-supervisory employees must complete the training under CA law SB 1343. This includes temporary and seasonal employees, full time and adjunct faculty, and student workers. New nonsupervisory employees will be provided the training within 6 months of hire.

4. When do I have to complete this training?

Training must be completed by **January 1, 2021**.

On August 30, 2019, Governor Newsom signed into law [SB 778](#) (Chapter 215, Statutes of 2019), stating that employers must provide nonsupervisory employees with the sexual harassment prevention training (SB 1343) by January 1, 2021.

5. Can I receive flex credit as a faculty member?

Yes, you may receive one hour of flex credit. If you have already met your flex requirement, no compensation will be offered.

6. Are there any more in-person trainings?

In-person trainings were offered once per month beginning in August 2019. The last in-person training for 2019 will take place on November 20th at Bundy 121 from 3:00pm – 4:30pm. Register [here](#).

7. If I attended the in-person training, do I need to complete the online training?

No, you only need to attend one in-person training OR complete the online training to meet your requirement under SB 1343. If you attended an in-person training, you may log into your Keenan Safe Colleges account to check that your history displays the training as “completed offline.” If it does not, please email ProfDevelopment@smc.edu.

8. Who should I contact if I experience technical issues with the online training?

Contact Keenan by emailing support@safecolleges.com

9. When should I complete the training?

The training should be completed during work hours, not during break times or non-work hours. Your supervisor has been notified that all employees must complete this training. Please check with your supervisor to arrange time to complete the training (about one hour that can be split up into shorter segments). Your supervisor will also coordinate computer access if needed.

10. How long does the training take to complete?

The training does not need to be completed in one sitting. You can stop, save your progress, and pick up where you left off.

In general, employees should not need overtime to complete the training. All requests for overtime must be authorized and approved in advance by your supervisor. Please refer to the District-CSEA Bargaining Agreement: Article 3 Hours of Employment for more information.

11. Where can I find the link to the training?

<https://smc-keenansafecolleges.com/login>

Office of Human Resources
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12. How do I sign in?

Log in using your SMC email name using the format LASTNAME_FIRSTNAME (do not include @smc.edu).

The name of the training is **Sexual Harassment Prevention for Non-Managers (SB 1343)**

13. What if I already completed the training at another institution or CA employer?

Please submit a copy of the certificate and/or proof of completion by email to Profdevelopment@smc.edu. A copy will be added to your personnel file. Please note that if the training was completed prior to January 1, 2019, you will need to retake the training to meet your obligation under SB 1343.

Questions? Please email Profdevelopment@smc.edu
