

# Employee (faculty, staff and post docs) FAQ's for Sexual Harassment Prevention and Diversity Awareness Trainings

## Training Requirements:

**Q: Why am I required to complete Diversity Awareness and Sexual Harassment Awareness Prevention trainings?**

**A:** All University employees (employed on regular payroll), regardless of discipline, must attend both trainings within six (6) months of hire pursuant to state law. State law requires attendance in a classroom-like setting.

**Q: I am currently hired on Special Payroll as a staff member and understand these trainings are not required of me due to my temporary employment status, however my current supervisor is requesting that I complete these trainings based on my job duties and university interactions within my scope of employment. Must I complete these trainings and are they required of me?**

**A:** Yes, you must complete these trainings based on your supervisor's request. Please contact [learningatwork@uconn.edu](mailto:learningatwork@uconn.edu) to activate your account. You will then have access to the course in the catalog so that you can self-register for the required training(s).

**Q: Is this training available online? What about for people who work remotely and/or live far from campus?**

**A:** While we understand challenges associated with commuting and complex scheduling, state statute requires attendance within six months of hire in a classroom-like setting and attendance is a requirement of your terms of employment. UConn strongly encourages attendance in person in Storrs, as the training is interactive and you will receive the greatest benefit from in-person attendance. If it is not possible for you to travel to Storrs, throughout the Academic Year we do occasionally offer live streaming in proctored classrooms on various dates at our Regional campuses, including in Hartford, Avery Point and Stamford. Please let us know if one of these options might work better for you and the Office of Institutional Equity (OIE) at ([equity@uconn.edu](mailto:equity@uconn.edu)) can assist you with those logistics. Otherwise, you will need to attend training at the Storrs campus.

**Q: I am currently registered for training, however it is beyond the 6-month deadline. What are the consequences of not participating in the trainings by the stated deadline?**

**A:** State statute requires employees to complete training within six (6) months of hire; they are a requirement of your terms of employment. Failure to do so could result in employment consequences.

## Attending and Scheduling Training Sessions:

**Q: My current shift/work schedule conflicts with most/all of the trainings dates. My supervisor is not being flexible and will not let me miss my classes. What do you recommend?**

**A:** We offer trainings throughout the year on a variety of days and times to accommodate various schedules. If all of these dates and times conflict with your schedule, and your supervisor is unwilling to provide flexibility, please contact OIE at [equity@uconn.edu](mailto:equity@uconn.edu) for assistance in approaching your supervisor about this matter.

**Q: My shift/work schedule ends 15-30 minutes later than the start of the training. Am I able to attend the training even though I won't be able to enter the training until after the first 10 minutes of the start of the training?**

**A:** Attendance for the entire scheduled training time is mandatory under state law, therefore no person will be admitted after the first 10 minutes of the start of each training. If you arrive after the first 10 minutes of training, you will be turned away and asked to register for another session. If you have a conflict with your shift/work schedule, you are encouraged to speak with your supervisor about options to allow you to arrive at the training on time. If you need more assistance in this regard, please contact the OIE at [equity@uconn.edu](mailto:equity@uconn.edu).

**Q:** **I need an ADA accommodation in order to participate in the trainings. Whom should I contact?**

**A:** If you need an accommodation please contact HR's ADA Case Manager at 860-486-2036 as soon as possible prior to the training.

### **Credit for Prior Trainings/Related Work:**

**Q:** **I was recently rehired at the University, but I worked here before. I may have completed training then (as an employee or graduate assistant). Do I need to retake training now?**

**A:** Permanent faculty and staff have attended these trainings beginning in 2009. Since 2013, there have been significant changes and updates to the trainings related to new law and policy on issues of discrimination, harassment and related topics in higher education. Thus, any person who is reentering the University workforce and has not attended training since prior to calendar year 2013 needs to attend again now, within six months of hire.

**Q:** **I am currently a new employee at the University but previously worked as a state employee at another state agency in Connecticut. I did complete trainings when I worked as a state employee previously. Do I need to retake the trainings?**

**A:** If you have completed diversity awareness training at another state agency in 2013 or after and can confirm attendance in writing from that agency, you will not need to retake Diversity Awareness training, though we do strongly encourage you to do so. Written confirmation of prior state training can be sent to [equity@uconn.edu](mailto:equity@uconn.edu). You will still be required to attend Sexual Harassment Prevention training, even if you took such training at another state agency, within six months of hire, as UConn's training provides a critical overview of policies, resources and reporting obligations specific to your role as an employee in the higher education setting at UConn.

**Q:** **I have taken very similar trainings to these before in different settings (another university or place of business); am I therefore exempt from attending here?**

**A:** While we appreciate that you may have attended similar trainings at other institutions in the past, you are still required to attend UConn's trainings on these topics pursuant to state law. They are specific to UConn's policies, procedures, resources and reporting obligations.

**Q:** **I have participated in research that is focused on topics related to diversity, inclusion and sexual assault and I feel that I should be exempt from trainings based on my expertise on these topics.**

**A:** All employees, regardless of familiarity and history working with training content and discipline, must attend both trainings within six (6) months of hire pursuant to state law. OIE welcomes any feedback or thoughts you may have after trainings regarding the training content. Please don't hesitate to contact OIE by email: [equity@uconn.edu](mailto:equity@uconn.edu).

**Q:** **I'm confused because I previously took online training as a graduate assistant/student and am being told I now need to take more trainings as an employee. Are all these UConn trainings the same?**

**A:** Graduate assistant and students are required to complete online **Not Anymore** sexual violence training. These are two different trainings. Regardless of completing this training, as an employee you are required to complete both the Diversity Awareness and Sexual Harassment Prevention trainings.

## **Training Registration and Completion Confirmation:**

**Q: How do I register for sessions on Learning@Work?**

A: Navigate to <http://hr.uconn.edu/learningatwork>. Log in with NetID and password.

**Q. Can someone help me if I can't log in?**

A. Navigate to <http://hr.uconn.edu/learningatwork> and click "Login issue" to submit a help request.

**Q. How do I check to see if I already completed these sessions?**

A. Navigate to <http://hr.uconn.edu/learningatwork>. Once you log in, your completed sessions will be listed under "Completed Learning" with progress listed as "successful."

**Q.** I completed both the Sexual Harassment Prevention and the Diversity Awareness trainings 3 days ago but my *completed learning* section in the Learning@Work system has not been updated.

A. It can take up to one week from the training date for updates to occur in the system. If, after one week, your *completed learning* section has not been updated please contact the Office of Institutional Equity at [equity@uconn.edu](mailto:equity@uconn.edu) or 860-486-2943. Please also note that you will receive an automated email notification when your *completed learning* section has been updated.