

# Updated Sexual Harassment Prevention Training (SHPT) FAQ's

## Training Requirements:

**Q: Who is required to complete Sexual Harassment Prevention training (SHPT)?**

A: Two groups of employees are required to complete this training:

- Any new and current employees (including Adjunct faculty, graduate assistants, and Special Payroll employees) who have not yet completed Sexual Harassment Prevention Training at UConn have 6 months from the date of hire to complete the training.
- All employees who last completed sexual harassment prevention training on or before September 30, 2018 are required to take the training again prior to September 30, 2020.

**Q: How can I complete Sexual Harassment Prevention Training if no in-person sessions are being offered?**

A: The Office of Institutional Equity (OIE) offers two methods for completing this training requirement:

- An online module available through [Learning@Work](#).
- WebEx sessions offered; The schedule and registration available through [Learning@Work](#).

**Q: Since WebEx sessions are being offered for Sexual Harassment Prevention Training, will they also be offered for Diversity Awareness Training?**

A: While there is not currently a retrain requirement for Diversity Awareness Training, we recognize that employees who still have to take it for the first time have been asking how to satisfy this requirement remotely. Please stay tuned for updated information in the near future.

**Q: I have been employed at UConn for several years and took sexual harassment prevention training in the past. Why am I required to complete another Sexual Harassment Prevention training?**

A: In the 2019 legislative session, the Connecticut General Assembly passed and the Governor signed Public Acts 19-16 and 19-93, which together constitute the Time's Up Act. This new legislation requires Connecticut employers with three (3) or more employees to provide an additional two (2) hours of sexual harassment training to employees who have not had such training since October 1, 2018. Those employees must complete the training by September 30, 2020. New hires, and employees who have not previously been assigned SHPT at UConn will have 6 months to complete the training.

**Q: I am currently hired on Special Payroll as a staff member. Do I need to complete this new Sexual Harassment Prevention Training?**

A: Yes. All special payroll employees, regardless of your date of hire and end of appointment, are required to complete this training. If you are unable to log into Learning@Work, navigate to <http://hr.uconn.edu/learningatwork> and click "Login issue" to submit a help request.

**Q: I am unable to complete the training before September 30, 2020. What are the consequences of not completing the training by the stated deadline?**

A: State statute requires employees to complete training before October 1, 2020; this is a requirement of your terms of employment or assistantship. Failure to do so could result in employment or assistantship consequences.

## **Access to Training Sessions:**

**Q: Will this training be offered in-person?**

A: Due to COVID-19, we are unsure when we will be able to offer this training in-person at this time. An online training module can be accessed via [Learning@Work](#). Additionally, OIE will offer live sessions via WebEx. Information for enrolling in these sessions can be found in [Learning@Work](#). If the University resumes in-person operations, we will resume in-person sessions within any stated guidelines for re-opening and social distancing protocols.

**Q: What if I do not have access to a computer to complete the online module or WebEx session?**

A: Due to COVID-19, we are unsure when we will be able to offer this training in-person at this time, however we may be able to work with departments to present the training via a presentation screen to a gathered department within social distancing guidelines. Please contact OIE to discuss this option.

**Q: I am trying to take the online sexual harassment prevention training, however I am encountering technical issues.**

A: Checking for browser updates or switching to another browser may alleviate the issue. If not, please contact Human Resources (HR) at [learningatwork@uconn.edu](mailto:learningatwork@uconn.edu).

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

A: If you need an accommodation, employees should contact the Department of Human Resources (HR) ADA Case Manager at [ryan.bangham@uconn.edu](mailto:ryan.bangham@uconn.edu) or (860) 486-2036 and graduate students should contact the Center for Students with Disabilities (CSD) at [csd@uconn.edu](mailto:csd@uconn.edu) or (860) 486-2020 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: Because this is a new state training requirement, if you last received this training prior to October 1, 2018, you need to complete the additional training. If you are unsure if/when you took this training please log in at [Learning@Work](#) to view your outstanding training requirements along with your completed trainings and certificates. Assigned trainings display on the home page under My Learning, and Completed Learning displays courses completed with the completion date.

**Q: I am currently a new employee at the Storrs campus having worked just recently at the UConn Health campus where I completed the state-mandated Sexual Harassment Prevention training after October 1, 2018. Do I need to retake this training?**

A: No, you do not need to retake this training again since you completed it after October 1, 2018. Please email your certificate of completion to [equity@uconn.edu](mailto:equity@uconn.edu) and the staff there will assist you in receiving credit for this training.

**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 sexual harassment training when I worked as a state employee previously. Do I need to retake the training?**

A: Yes. UConn requires all new employees to complete UConn's Sexual Harassment Prevention training, even if you took such training at another state agency, within six months of hire. This is because 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. You can complete sexual harassment training via the new online module or by attending a live WebEx session within six months of hire.

**Q: I have taken very similar trainings to this 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 specific to your role in the higher education setting at UConn.

**Q: I have conducted research and/or completed professional work focused on topics related sexual harassment and I feel that I should be exempt from this training based on my expertise on this topic.**

A: All employees who last took the training prior to October 1, 2018, regardless of familiarity and history working with sexual harassment must complete this new sexual harassment prevention training by September 30, 2020 pursuant to state law. OIE welcomes any feedback or thoughts you may have after you have completed the training 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 misconduct training. These are two different trainings. Regardless of completing **Not Anymore** as a graduate student, as a new employee or an employee who last completed sexual harassment prevention training at UConn before October 1, 2018, you are required to complete this new Sexual Harassment Prevention training.

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

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

A: Both the online and WebEx methods can be registered for in Learning@Work, UConn's Employee Training Management System. Navigate to <http://hr.uconn.edu/learningatwork> and click "Learning@Work Login." Log in with your NetID and password. Scroll to the My Learning section on the page and locate the Sexual Harassment Prevention Training. Click on View Details to choose which session you would like (or click find more classes at the bottom for a full list of session dates). If you register for a WebEx session, you will receive an email reminder with the WebEx link on the day prior to the training. Please note that the completion status of the online training is updated immediately, but it may take up to one week for the completion status to be visible after a WebEx session.

**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." Please note that the completion status of the online training is updated immediately, but it may take up to one week for the completion status to be visible after a WebEx session.

**Q. Will I get a certificate of completion?**

A. You can access a certificate of completion in the Learning@Work platform. 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.” Click the completed course title to print the certificate.

**Q. I completed the Sexual Harassment Prevention training online module but it is not listed in my completed training profile. Why?**

A. Online trainings update to successful status immediately after users have completed the training (you may need to refresh page). If the online course is listed in ‘My Learning’ all requirements have not been met. Click ‘View Details’ for the course and complete the requirements.