

ADMINISTRATIVE CIRCULAR NO. 101
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: April 18, 2005

To: All Principals, Vice Principals, Managers, Supervisors and Confidential Employees

Subject: MANDATORY SEXUAL HARASSMENT TRAINING FOR ALL MANAGERS, SUPERVISORS AND CONFIDENTIAL EMPLOYEES

Department and/or Persons concerned: Principals, Vice Principals, Managers, Supervisors and Confidential Employees

Due Date: Must be compliant by December 31, 2005

Reference: California Government Code § 12950.1

Action requested: Must pre-register and attend two hours of mandatory training by December 31, 2005

Brief Explanation:

State law now requires employers with more than 50 employees to provide content specific and interactive sexual harassment training to all “supervisors” every two years. “Supervisor” has been defined in our district as every manager (certificated or classified), supervisor or confidential employee. The law took effect on January 1, 2005, and the first round of training must be completed by January 1, 2006.

In order to comply with the new law, arrangements have been made with the law firm of Miller Brown & Dannis, in conjunction with Human Resources, to provide a highly effective, interactive and informative training program that meets the specific requirements of the new law. There will be 12 training sessions offered between May and December 2005. You are required to attend and are encouraged to become compliant as soon as possible.

All registrations for training are done on-line. Please access the on-line registration system at http://prod031.sandi.net/personnel/sh/sh_reg.asp. There will be a maximum of 90 persons per training session. All trainings will be held at the Marina Village complex.

By law, the training must be two hours in length. Please understand that the district must ensure compliance with the law, **therefore anyone leaving the training early will not receive credit for participation**, and must attend another session prior to being deemed compliant. Please do not sign up for a session if your schedule will not permit you to attend the entire two hours of training.

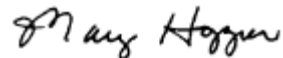
Following the initial round of training during the 2005 calendar year, the law states that all “new” managers, supervisors, and confidential employees (new hires or promotions) must attend a mandatory two-hour training within six months of hire or promotion. In addition, all managers, supervisors and confidential employees must attend two hours of training every two years. Therefore, all current managers, supervisors, and confidential employees will receive information in the future regarding being retrained during the 2007 calendar year and every two years thereafter.

Claims of sexual harassment are a serious matter. The training will educate participants on the definition of sexual harassment and what types of behaviors are prohibited; which federal and state laws apply; what to do when a report of sexual harassment is made; district policies and procedures on investigating claims of sexual harassment; remedies available to victims of sexual harassment; how to be proactive in addressing sexual harassment, discrimination and retaliation; individual liability issues related to sexual harassment; and student-to-student sexual harassment.

If you have any questions regarding this training, please contact Donis Armenta, Director, Classified Personnel, at 619-725-8071 or 619-725-8022, or by e-mail to darmenta@sandi.net.

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Mary Hopper
Chief Administrative Officer

RGP:da:gg

Distribution: Special List