

Saint Mary's College of California

Temporary Employee Required Training**

California state law requires all employees to complete Sexual Harassment and Discrimination training every two years. This includes temporary and seasonal employees. Anyone expecting to work for St. Mary's College of California in a temporary, Non-Supervisory role can complete this required training at the State of California website noted below prior to the application or start date.

****An employee who has COMPLETED this or comparable training within the last 18 months and can provide a Certificate of Completion is exempt from this training.**

INSTRUCTIONS

Temporary, NON SUPERVISOR employees should follow the process below as soon as practical.

This is a 1 hour module and MUST be completed in one sitting. It will not save.

1-Go to: <https://www.dfeh.ca.gov/shpt/>

2-complete the NONSUPERVISORY module. Supervisors: Please contact Cynthia Cooke St. Ange
cec22@stmarys-ca.edu

3-At the end of training **SAVE** a copy of the Certificate of Completion to your files.

4-Send an electronic copy of the certificate to cec22@stmarys-ca.edu *

*If working for the ATHLETICS department send a copy to Stacey Nittler at snittler@stmarys-ca.edu

5-**SAVE** a copy of the certificate for your records. It will be valid for 2 years for any employment in the state.