

**From:** [Laura Barroso](#)  
**Subject:** Important Training Announcement for ALL VCCCD Employees  
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Dear Colleagues:

Changes to California legislation (SB 1343) and federal regulations regarding Title IX require that all employees in a college district complete mandatory training regarding sexual harassment, Title IX, and prevention of harassing behaviors. In order to meet this requirement, the trainings noted below are required and may be completed online. To access the online training, look for an email from "Keenan SafeColleges Online Training" which you will be receiving later this month.

**ALL VCCCD Employees in all classifications and assignments:**

- **Title IX and Sexual Harassment Prevention: Full-Course (California): 28 minutes**
- **Sexual Harassment Prevention for Non-Managers (SB 1343): 60 minutes**

**Total: 1 hour 28 minutes**

**If you are a Supervisor/Manager/Administrator, in addition to the trainings noted above, you are also required to complete the following:**

- **Sexual Violence Awareness for Employees (Campus SAVE Act): Full Course: 39 minutes**

Managers should allow classified employees and non-classroom faculty to use regular working hours to complete these trainings. Classroom Faculty and non-classroom faculty who complete these trainings outside of working hours may apply these trainings to their required FLEX obligation. Contract faculty who have already fulfilled their flex requirement may alternatively apply the time for these trainings to their college service hours. These training modules should be completed by **Tuesday, September 13, 2022**. This date is a self-assigned Flex day, and two hours of the planned professional development schedule will include time to complete the required training, though early completion is encouraged.

Because we have an obligation to track and document employee completion of these required trainings, you will receive reminder emails about the modules until you have successfully completed them. **Due date of completion for all employees is Tuesday, September 13, 2022.**

Finally, please note that these trainings align with our district procedure, AP 3430, which highlights our commitment "to providing an academic and work environment free of unlawful harassment." Thank you very much for taking the time to learn more about how we can keep our students and each other safe.

Laura

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