



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Workplace Harassment Prevention Training

NUMBER: BUL-2043.0

ISSUER: Office of General Counsel
AB 1825

DATE: October 6, 2005

POLICY: Workplace Harassment Training Guidelines

ROUTING
LD Superintendents
All Schools and
Offices
Administrators
Managers
Supervisors

GUIDELINES: The following guidelines apply.

I. INTRODUCTION

On September 30, 2004 California passed AB 1825 mandating that all supervisors complete at least two hours of sexual harassment prevention training by January 1, 2006. In addition, AB 1825 also requires supervisory employees to complete at least two hours of sexual harassment prevention training every two years.

In order to comply with this new law, the Organizational Excellence Training Branch in partnership with the Office of the General Counsel is providing online Workplace Harassment training courses for LAUSD supervisors and administrators.

These programs help provide the practical skills needed to effectively manage employment law risks, reduce conflict, and improve employee performance, and will also ensure that supervisors and LAUSD are in compliance with AB 1825. Although the training is self-paced, most will complete both programs in approximately two-and-a-half (2 ½) hours.

II. RESPONSIBILITIES OF ADMINISTRATORS AND SUPERVISORS

All supervisors and administrators must complete the training courses. Administrators are still required to provide to employees the District's policy bulletins regarding sexual harassment.

III. SCHEDULE

Administrators/supervisors may begin the program at any time after receipt of this letter, but both courses of the program must be completed by December 31, 2005. Please see the attachment for the information needed to access the programs and begin the training.



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LAUSD is committed to a safe, respectful and productive work environment. Our workplace policies are created not just to protect our organization and to comply with employment laws, but also to benefit our employees. In providing managers with this online training, it is our goal to both enhance your leadership skills and make LAUSD a better place to work.

AUTHORITY: This is a policy of the Office of General Counsel.

RELATED RESOURCES: Bulletin S-26, subject “Sexual Harassment Policy- Employees,” issued by Human Resources, dated December 3, 2001, provides information regarding employee to employee sexual harassment complaints.

“Frequently Asked Questions” in the Attachments of this bulletin.

ASSISTANCE: For assistance or further information regarding the training programs, call Robert Martin, Human Resources Specialist, Organizational Excellence Training Branch of the Personnel Commission at (213) 353-4307.

For assistance with employee-to-employee sexual harassment complaints, call the Equal Employment Opportunity Section at (213) 241-7685.



Attachments

ASSIGNED COURSES:

(1) Workplace Harassment for Managers: (75 minutes- approximately) This course trains managers on the fundamentals of workplace harassment prevention, addressing all of the federally “protected categories.” Based on U.S. Supreme Court and EEOC guidance, the program is designed to help organizations establish a powerful affirmative defense to workplace harassment, and to help managers avoid personal liability for workplace harassment. The course covers key legal concepts such as environmental harassment, economic harassment, retaliation and constructive discharge. It also focuses on practical guidelines and “best steps” relating to investigation procedures, appropriate documentation and dispute resolution techniques. The program teaches expected standards of conduct within the organization, as well as reporting obligations and procedures. Managers learn how to recognize, prevent and respond to claims of workplace harassment.

(2) Equal Employment Opportunity: (60 minutes – approximately) This course teaches managers about their legal obligations under state and federal law, and provides them with the practical guidelines that are essential to ensuring a discrimination-free working environment. The course contains a series of compelling scenarios that raise workplace discrimination issues. Each case takes place in a real workplace environment and is based on actual employment law cases. Examining management decision-making throughout the employment lifecycle, (hiring, managing employee performance and termination), users will explore the common “discrimination landmines” faced by today’s managers.

Instructions:

- >Logon at <http://lausd.elt-inc.com>
- >Enter your six digit employee number as your username.
- >Enter your LAUSDnet email address as your password.
- >Select either the Workplace Harassment for Managers or the Equal Employment Opportunity course.
- >Begin the course (the program allows you to stop the training and pick up where you left off).
- >After completion of the course, print your “certificate of completion” and retain for your records.
- >Complete the second course.
- >Print your “certificate of completion” of the second course and retain for your records.

If you require technical assistance to access the training, please call the *HELPDESK* of the Information Technology Division at (323) 224-2277.

Upon completing the programs, any employee with questions regarding the content should address his/her inquiries to bob.martin@lausd.net


If you have any other questions regarding this training program, or need to make arrangements for access to a computer in order to complete the training, please contact the Organizational Excellence Training Branch at (213) 353-4307.



Frequently Asked Questions *Online Training*

Question: How do I start my program?

Answer:

1. Click on the “My Assignments” tab
2. Find the name of the program
3. Click on the  button

Los Angeles Unified School District - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://secure2.elt-inc.com/ViewMyAssignments?>




1

My Assignments Users Reports Courses Licenses Setup

Los Angeles Unified School District Welcome Robert Martin

Incomplete Certificate Programs

Below is a list of assigned certificate programs.
Click on the course title to find out more about the course.
If you see more than one course listed for a program, completing any one of those courses will allow you to earn the associated certificate.

Title	Status
 Workplace Harassment Staff Certificate	Not earned
 Workplace Harassment	Not Started 

Completed Certificate Programs

Below is a list of completed certificate programs.

Title	Status
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Question:

How can I get past this “PopUp Blocker?”

Answer:

Press and hold your “Ctrl” key while clicking the text that says, “Click here to try again”

Los Angeles Unified School District - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Copy Paste

Address https://secure2.elt-inc.com/LearnerCourseAttempt?&course_id=1&enrollment_id=784911&launchaction=Start

Pop-up blocked. To see this pop-up or additional options click here...

LOS ANGELES UNIFIED SCHOOL DISTRICT

A PopUp Blocker has been detected.

[Click here to find out how to disable / uninstall the blocker.](#)

+ → [Click here to try again.](#)

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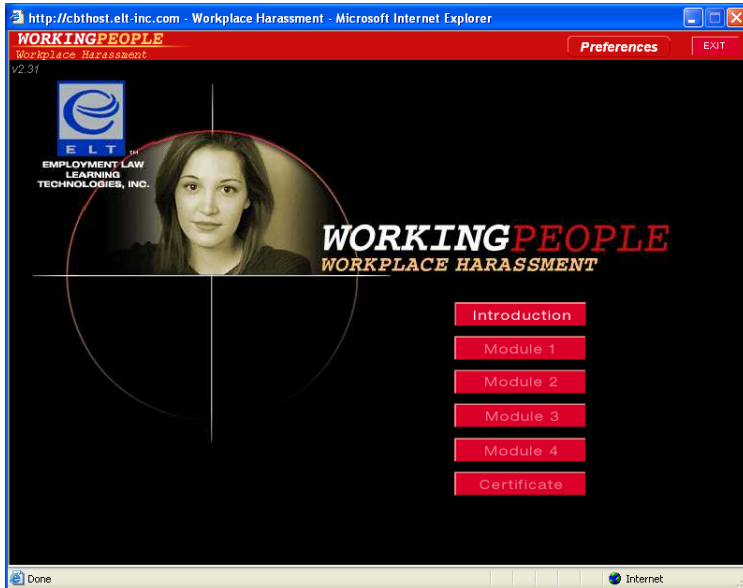




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Question:

How can I see my program window?



Answer:

Your program window may be under your other open windows. Look at your task bar located at the bottom of your monitor screen and click on the program that appears farthest to the right.

