

ORIGINAL  
ISSUE DATE: 9/8/20

REVISION  
DATE:

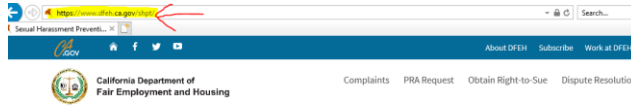


**Sexual Harassment & Discrimination Training**

- a. All staff are required to take a Sexual Harassment Prevention class that will satisfy all legal compliance surrounding AB 1825 & SB 1343
- b. San Joaquin County has additional organizational requirements to fulfill a staff’s obligation regarding other topics not outlined in the sexual harassment prevention legal compliance training
- c. New employees are required to take this course during their 2-day new employee Orientation
- d. There are multiple steps to ensure compliance:
  - i. Online Sexual Harassment Prevention through the Department of Fair & Equal Housing (DFEH)
  - ii. Supplemental videos
  - iii. Document Submission

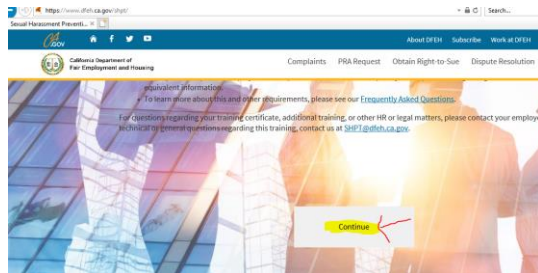
**DFEH Online Training:**

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

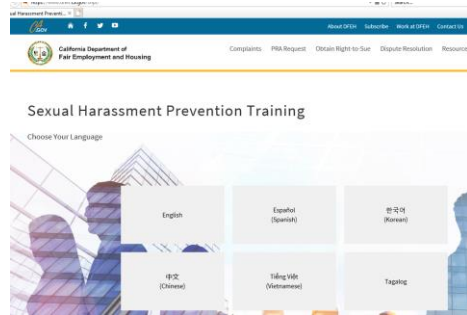


Sexual Harassment Prevention Training

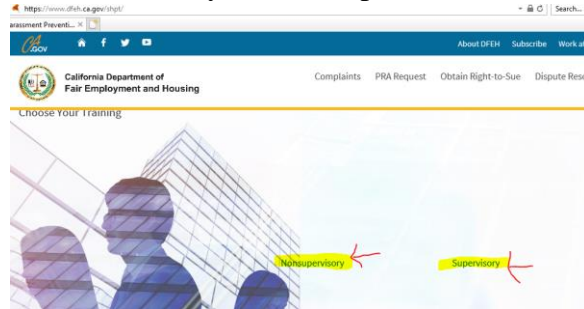
- b. Scroll to the bottom and click “Continue”



- c. Choose your language by clicking on the box



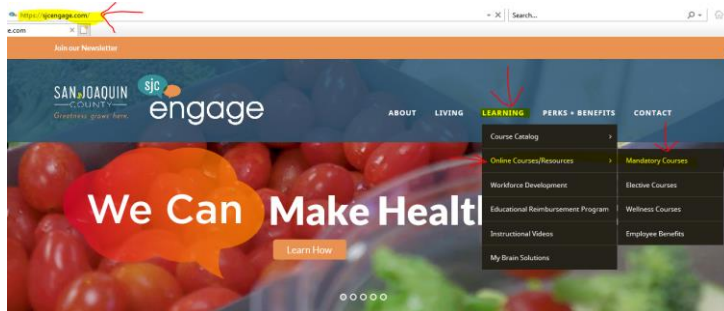
d. Select whether you are a supervisor or a non-supervisor



- e. Follow through all of the prompts and continue taking the course through completion
- f. When the course is completed, you have the option to have your certificate emailed to you, or you can print it.
- g. You can choose to print it or save it to a pdf for later submission to Staff Development

**Supplemental Videos:**

a. You can view the supplemental videos by going to <https://sjcengage.com/> and going to Learning/Online Courses/Mandatory Courses

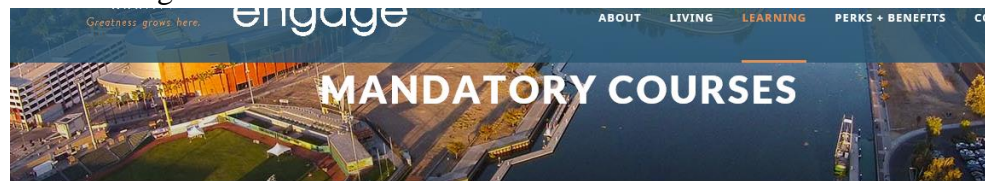


b. You will make the selection for Nonsupervisory or Supervisory and click on the + sign to drop down the video links



- COVID-19  
Click Here
- + Ethics Training: AB 1234 (Managers/Supervisors only)
- + Information Security Awareness
- + Sexual Harassment & Discrimination Prevention (Nonsupervisory)
- + Sexual Harassment & Discrimination Prevention (Supervisory)
- + Forms

- c. You will need to watch all 4 videos
  1. Civil Service Rule 20
  2. Discrimination
  3. Bullying
  4. Internal complaint processes
- d. Once you have watched all of the videos, you will download the Training Acknowledgement Form



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- Forms  
Training Acknowledgment Forms

- e. You will need to sign the acknowledgment form before submitting it

**Document Submission:**

- a. The Training Acknowledgement Form and the DFEH Training Certificate must be emailed to *SJC Engage* as this notifies Human Resources that an employee has completed the course. Please email these two (2) documents to [sjcengage@sjgov.org](mailto:sjcengage@sjgov.org)