



Human Resources

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DATE: January 2024

TO: All New Regular/Interim Management and Supervisor Employees

FROM: Carrie Bray, Vice Chancellor, Human Resources

RE: Keenan SafeColleges Online Training

Congratulations on your appointment to a position with the Los Rios Community College District. You are joining a team of dedicated professionals committed to serving students and providing the very best learning environment possible.

To ensure an appropriate and professional environment for our students, faculty and staff, all new regular/interim management and supervisor employees are required to complete the following six (6) online training courses within **thirty (30) days** of their start date:

"Discrimination Awareness in the Workplace (Full Course)" (22 min);
"New Hire Orientation (Full Course (California))" (27 min);
"Sexual Harassment: Policy and Prevention – (California AB1825 Full)" (120 min);
"Title IX and Sexual Harassment Prevention for Employees (Full Course)" (28 min);
"Workplace Bullying: Awareness and Prevention (Full Course)" (27 min); and,
"Workplace Violence: Awareness and Prevention (Full Course (Supervisor))" (30 min).

It is your responsibility to complete the online training courses during work hours. We sincerely appreciate you completing these courses and your efforts to create a professional, safe and harassment-free environment for our students, faculty and staff. Please note that completion of the sexual harassment training will be required every two years, at which time you will receive notice from the Human Resources department when you are due for renewal.

There are two additional training courses that are highly recommended for you to consider completing: "FERPA: Confidentiality of Records" (17 min) and "Mandated Reporter: Child Abuse and Neglect (California)" (51 minutes). These two approved trainings are not required and can be taken on a voluntary basis.

To access the training courses, please log on to the Keenan SafeColleges website:
<https://losriosccd-keenansafecolleges.com/login>.

If you have any problems logging on or completing the trainings within thirty days of your employment, please contact your Human Resources Specialist:

(916) 568-3179 (Managers) or (916) 568-3107 (Supervisors)

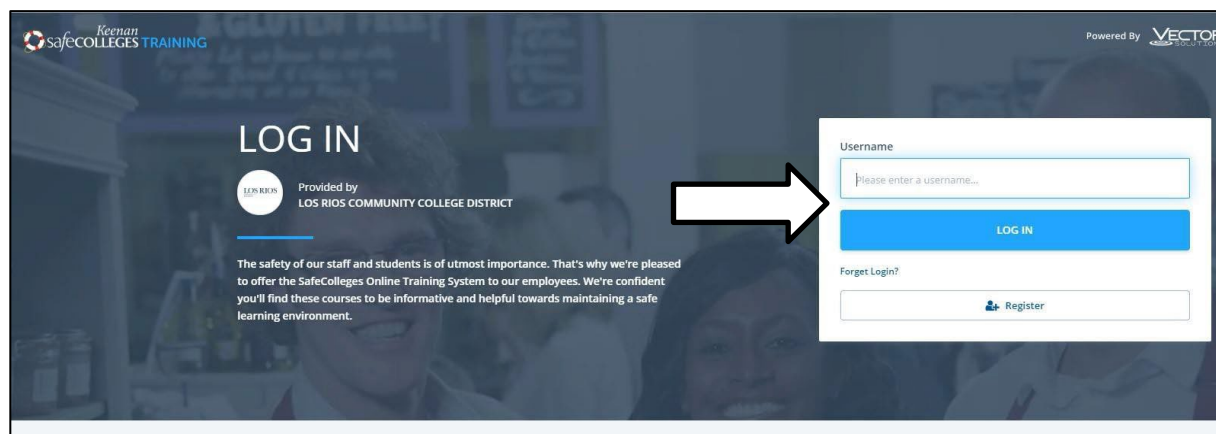
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Attachment

Instructions for New Regular/Interim Management and Supervisor Employees Training

From your work or offsite computer

- Go to Keenan SafeColleges Training website: <https://losriosccd-keenansafecolleges.com/login>.
- Login to the training site with your username. **Your username is your Los Rios 7 digit employee ID number. Please include all leading zeroes and DO NOT use a “W” as part of your username, example: 0000001.**
- Click on the blue “LOG IN” button.



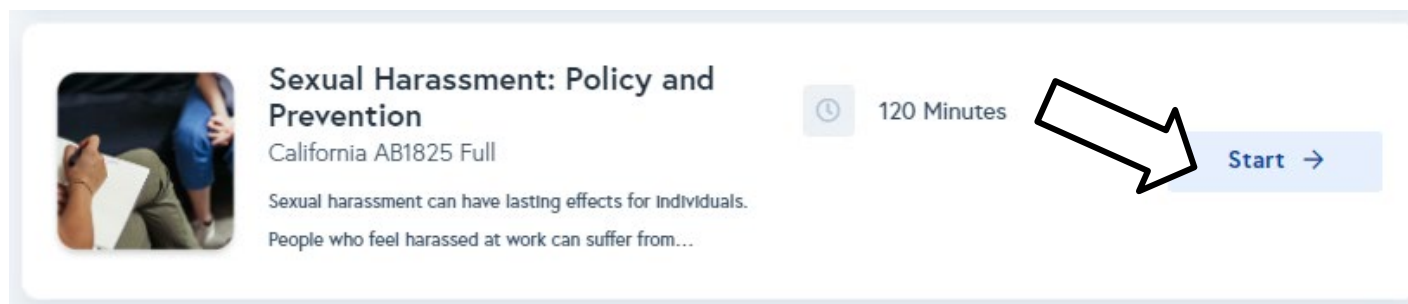
WELCOME, TESTING EMPLOYEE!

Position: Location:

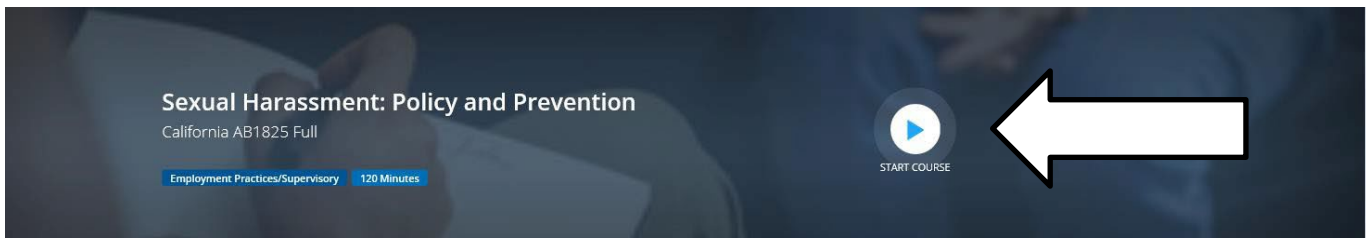
[This isn't me.](#)

LOG ME IN! ➔




- Click on the “LOG ME IN!” button.
- Under Regular/Interim – Management/Supervisor Employees – Mandatory Trainings section, select the “Sexual Harassment: Policy and Prevention (California AB1825 Full Course) (120 minutes)” course.



Read the disclaimer section and click “Accept”. Then on the next screen click “Start Course”.



- A viewing window will open and the training will begin. You must complete each module for successful completion of the training. When you complete a module, the status will update to “Completed”, proceed to the next module.


TABLE OF CONTENTS	DESCRIPTION
<div><div>1</div><div>Introduction</div><div>5 Minutes Required</div><div>Start </div></div>	<p>The goal of this course is to train administrators and supervisors on how to handle sexual harassment concerns.</p>
<div><div>2</div><div>Sexual Harassment: Know the Facts</div><div>3 Minutes Required</div><div>Start </div></div>	<p>The course will review sexual harassment in the workplace, handling sexual harassment complaints, remedies for sexual harassment victims, and sexual harassment policy considerations. The content in this course was designed with care and sensitivity; however, some may find certain topics personally upsetting, especially for survivors of sexual abuse or assault. If you feel the need to talk with someone, please contact your Human Resources Administrator or a related resource in your community.</p>
<div><div>3</div><div>A Costly Problem</div><div>2 Minutes Required</div><div>Start </div></div>	

When you have completed the full course, you will have an option to print a certificate. You may print the certificate for your records; Human Resources will automatically have a record of your completion.

The Sexual Harassment: Policy and Prevention – (California AB1825 Full) Course training is required every two years, at which time you will receive notice from the Human Resources department when you are due for renewal.

The following additional courses are **required** for regular/interim management and supervisor employees to complete. Access the courses in the same manner as the Sexual Harassment training.


- Workplace Violence: Awareness and Prevention – Full Course (Supervisor) (30 minutes)
- Discrimination Awareness in the Workplace – Full Course (22 minutes)
- New Hire Orientation – Full Course (27 minutes)
- Workplace Bullying: Awareness and Prevention – Full Course (20 minutes)



Discrimination Awareness in the Workplace
Full Course
Although we've long understood that discrimination and harassment are unlawful in the workplace, it's clear from...

22 Minutes

Start →



New Hire Orientation
Full Course (California)
This course Introduces new employees to a variety of workplace safety concepts and practices, including injur...

27 Minutes

Start →



Workplace Bullying: Awareness and Prevention
Full Course
Workplace bullying encompasses degrading and hurtful communication and behavior aimed at one or more...

20 Minutes

Start →




Workplace Violence: Awareness and Prevention
Full Course (Supervisor)
The goal of this course is to provide employees and supervisors with basic information about awareness and...

30 Minutes

Start →

The following courses are highly recommended for regular/interim management and supervisor employees to complete. Access the courses in the same manner as the Sexual Harassment training.


- Mandated Reporter: Child Abuse and Neglect – Full Course (California) (51 minutes)
- FERPA: Confidentiality of Records – Full Course (17 minutes)



FERPA: Confidentiality of Records
Full Course
This course addresses training needs relating to student education records. This course covers important legal...

17 Minutes

Start →



Mandated Reporter: Child Abuse and Neglect
Full Course (California)
This course provides staff with an overview of law regarding the mandated reporting of child abuse,...

51 Minutes

Start →