



Preventing Sexual Harassment Training Policy

Policy #:	HR006.3
Policy Type:	University
Responsible Executive:	VP for Business Affairs
Responsible Office:	Human Resources
Originally Issued:	September 26, 2019
Latest Revision:	April 25, 2021
Effective Date:	April 25, 2021

I. Policy Statement

The University of Louisiana Monroe's (ULM) Preventing Sexual Harassment Training Policy provides detailed information regarding the required Preventing Sexual Harassment Training of public employees as stated in Louisiana Revised Statute (RS) 42:343 <http://legis.la.gov/Legis/Law.aspx?d=1107429> .

II. Purpose of Policy

The Preventing Sexual Harassment Training Policy accomplishes the following:

- defines the employee training requirement
- provides information about how employees can access the training
- discusses how training completion is documented and
- describes the penalties that may be imposed on an employee who does not complete the training

III. Applicability

This policy applies to the University as a state agency and to all University employees as public employees who are engaged in the performance of a governmental function by working for the University. All categories of University Employees are included whether employed full-time or part-time: Classified, Unclassified, Faculty, Adjunct, Casual Wage, Fellows, Graduate Assistants, Teaching Assistants and Student Workers.

IV. Definitions

NA

V. Policy Procedure

Mandatory Annual Preventing Sexual Harassment Training for All University Employees and Supervisors

Each Employee is required to complete a minimum of one (1) hour of preventing sexual harassment training annually and employee supervisors and other persons designated by the University are required to receive additional education and training as stated in in the following subsection of Louisiana Revised Statute (RS) 42:343:

§343. Preventing sexual harassment; mandatory training requirements

A.(1) Each public servant shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of his public employment or term of office, as the case may be.

(2) An agency head shall require supervisors and any persons designated by the agency to accept or investigate a complaint of sexual harassment in his agency to receive additional education and training.

Online Preventing Sexual Harassment and Preventing Sexual Harassment for Supervisors Training

All ULM Employees are to complete the one (1) hour online Preventing Sexual Harassment course. Employees who are supervisors or persons designated by the University to accept or investigate a complaint of sexual harassment are also required to complete the one (1) hour online Preventing Sexual Harassment for Supervisors course annually. Any employee designated as a supervisor will complete the training at the time of initial hire or transition into the supervisory position, and complete supervisor training annually after the initial training. Employees are directed to access the training through the ULM Online Training System - <https://webservices.ulm.edu/training/>.

ULM has set a deadline of March 31 of each calendar year for completion of Preventing Sexual Harassment and Preventing Sexual Harassment for Supervisors for all employees who are continuing in their employment with ULM from the previous calendar year.

New Employees and new employee supervisors are required to complete Preventing Sexual Harassment Training within the first week of their employment as part of their official employee check-in. Student workers and graduate students are required to complete the training on their first day of work prior to engaging in any other activity. It is the responsibility of Supervisors and Division Heads to permit Employees enough time during an individual Employee's regular work hours to complete the mandatory one (1) hour of Preventing Sexual Harassment Training and the one (1) hour of Preventing Sexual Harassment for Supervisors Training and to make sure that all their employees complete the training.

VI. Enforcement

Each Division Head is responsible for the enforcement of the policy within his/her division. Failure to comply with the training requirement constitutes a violation of Louisiana Revised Statute (RS) 42:343 Preventing Sexual Harassment Training of public employees and a violation of ULM's Preventing Sexual Harassment Training Policy.

Employees not completing the training will receive a letter of warning. Any additional incidents of failure to complete required training will result in progressive disciplinary action.

VII. Policy Management

The Vice President for Business Affairs is the Responsible Executive for the management of this policy. The Responsible Officers are the Director of Human Resources and the Special Projects Officer and Title IX Coordinator. The Responsible Office is the Department of Human Resources.

VIII. Exclusions

NA

IX. Effective Date

The effective date of this policy is the date it is adopted and signed by the President.

X. Adoption

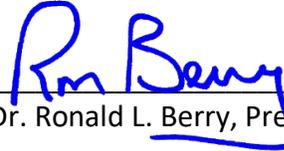
This policy is hereby adopted on this 25th day of April 25, 2021.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, VP for Business Affairs



Dr. Ronald L. Berry, President

XI. Appendices, References and Related Materials

Louisiana Revised Statute (RS) 42:343 (preventing sexual harassment; mandatory training requirements)

<http://legis.la.gov/Legis/Law.aspx?d=1107429>

XII. Revision History

Original adoption date: September 26, 2019

Revised March 18, 2020. Revisions include changing supervisory training requirements to every two years after initial supervisor training is completed and placing the policy in the updated format.

Revised April 25, 2021. Revisions included changing supervisory training requirements from every two years to annual training. Student training requirements changed to completing training on the first day of work prior to engaging in any other work activity. The enforcement section was changed to reflect that a warning letter will be issued to any employee who does not complete the training and that any additional incidents of not completing required training will result in progressive disciplinary action.