

ATTACHMENT A

Santa Clara University has designated 2009 as a training year during which you will be required to complete a California AB 1825 compliant sexual harassment prevention program, even if you completed such a program in 2008. As a condition of your appointment, you will be required to complete the University's on-line program within six months of the effective date of your appointment.

In the alternative, you may submit a certificate of completion, or similar documentation, from your Human Resources or Training function in lieu of completing the University's on-line program, which must be submitted within six months of the effective date of your appointment. The documentation must state that you completed a two hour sexual harassment prevention program in 2009 that is AB 1825 compliant. Specifically, as required by AB 1825, the documentation must state your name, the date that you attended the program, the type of training program, and the name of the trainer. In addition, you will be required to read the University's Policy on Unlawful Harassment and Unlawful Discrimination ("Policy"), and sign and submit a declaration and acknowledgment that you have received and read the Policy, understand its meaning, and agree to conduct yourself in accordance with the Policy. A copy of the University's Policy on Unlawful Harassment and Unlawful Discrimination can be found in Appendix F of the Faculty Handbook at <http://www.scu.edu/faculty/handbook>. A copy of the Declaration of Policy Acknowledgment may be obtained from the Affirmative Action Office (ext. 4178).

Any question concerning how to register for the on-line program, certificates of completion or the Policy on Unlawful Harassment and Unlawful Discrimination, or to confirm that you have fulfilled the University's mandatory requirement, may be directed to Deborah Hirsch, Director, EEO & Diversity, Loyola Hall, Room 276, at ext. 4113 or via email at DHirsch@scu.edu, or to Linda Jocewicz at ext. 4178 or via email at ljocewicz@scu.edu.