



## AB 1825 Mandatory Sexual Harassment Training Compliance Process

---

- ◆ Mandatory Sexual Harassment Training (AB1825) is required within the first six months of assignment to a supervisory or management position and every two years thereafter.
- ◆ Stanislaus County tracks AB1825 training compliance through PeopleSoft.
- ◆ PeopleSoft queries every employee and sends monthly email notifications if the employee is due for training in the next 6 months and meets the following criteria: Is in one of the bargaining units listed below and/or a bargaining unit matched with a specific job code and all "reports to":

Bargaining Unit	Bargaining Unit with Specific Job Code	Representing
0	All	Designated Management Board/Chief Executive Officer/County Counsel
1	All	Department Management—Department Head
M	All	Designated Management—All Others
5	All	Mid-Management/Supervisory
Q	To capture all the Lieutenants	Lieutenants
N	To capture all the Sergeants	Sergeants
7	But only to capture the Sergeant Custodials, and not notify the Custodial Deputy Sheriffs	Deputy Sheriffs' Association
4	But only to capture the Public Health Nurse III and Staff Nurse III	Registered Nurses
H	But only to capture the Supervising Probation Officer and Supervising Probation Correction Officer	Deputy Probation Officers BU
9	But only to capture Park Maintenance Worker I, II, III	Craft/Maintenance/Institutional
Anyone with a "reports to."	All	Employees who supervise

- ◆ Email notification offers the specific date the employee previously completed AB1825 training.
- ◆ Email memo provides employee with upcoming training dates and times, directions for self-enrollment on the Intranet, and specifies the consequences for failure to comply. Employees are responsible for maintaining compliance.
- ◆ This process was designed to assist departments in ensuring 100% compliance with this legally required training and eliminate the need for expensive outside training.
- ◆ If an employee is going to be out of compliance due to a leave of absence, a memo will need to be submitted to the Chief Executive Office from the Department Head so it can be placed in the employees personnel file.
- ◆ Any employee found to be out of compliance will be required to take on-line training immediately and then attend the next scheduled County training class. Further, a memo will need to be submitted to the Chief Executive Office from the Department Head explaining why the employee is not compliant.