MEMORANDUM

To: USC Faculty and Staff

From: Felicia A. Washington
Senior Vice President of Human Resources

Date: October 9, 2019

Subject: 2019 Harassment Prevention Training

We are writing to share the university’s Harassment Prevention training requirements for faculty and staff. While we are new to USC, we are joined in our commitment to ensuring the welfare of our community through timely, informed, and relevant training and education.

In accordance with a new California law, all university employees are now required to complete a Harassment Prevention training course. Previously, only university supervisors were required to do so every two years. The following categories of USC employees will soon be receiving an email to participate in a two-hour training:

- faculty
- employees designated at the manager level or above, regardless of whether they currently supervise employees
- employees with supervisory responsibilities
- postdoctoral scholars with supervisory responsibilities
- student workers with supervisory responsibilities

If you do not fall into one of the above categories, you will be required to complete a one-hour version of the training.

The university has partnered again this year with Everfi, a leading provider of innovative virtual courses, to design both the one- and two-hour online training versions. The trainings include practical examples and guidance for preventing harassment, discrimination, and retaliation, as well as information about relevant California and federal laws, and university policies.

The university is making the sessions available to all employees with in-person and online trainings available in English and Spanish.

Within the next week, you will receive an email from USC’s TrojanLearn notification system with instructions on how to access your training course. All employees must complete the training within 60 days. Please complete the training in a timely manner to avoid facing disciplinary action.
If you were hired during 2019 (our designated training year) and already completed the training during your onboarding this year, you have satisfied the requirement.

Our staff in the HR Service Center is available at (213) 821-8100 or uschr@usc.edu to answer any questions you may have regarding the training requirement. For questions about course content, or questions regarding prohibited behaviors based on protected characteristics, including harassment, discrimination, and retaliation, please contact the Office of Equity and Diversity at oed@usc.edu or (213) 740-5086.

Thank you for being a part of our continuing efforts to create a healthier, safer, and more welcoming campus experience for all Trojans.

Cc: Carol Folt
    Academic Senate
    Academic Deans
    President’s Cabinet
    Provost’s Cabinet