

## Notice of Harassment Prevention, Eliminate Campus Sexual Violence & FERPA Training Requirements

**\*\*\*Renewal Period:** FERPA & Campus SaVE Act - annually / Harassment - biennial\*\*\*

In keeping with state and federal laws, Human Resources is introducing a few training programs; which include: Unlawful Harassment Prevention, Bridges: Building a Supportive Community (Campus SaVE Act) & FERPA (Family Educational Rights and Privacy Act). This program provides training to employees in support of Heritage University's commitment to maintain an environment free from all forms of harassment and demonstrate HU's commitment to providing a respectful work environment and have knowledge of the Family Educational Rights and Privacy Acts. We've partnered with one of the leaders in the Risk Management industry, LawRoom/EverFi, to provide on-line training courses to help toward these goals.

Human Resources department will register all HU employees for the courses, which was rolled out on January 26, 2015. These courses are required for all full-time and part-time Heritage University employees – faculty, staff, ad-juncts, and student employees. **New employees must complete the training within thirty (30) days of the first day worked.** Since they are required trainings, we ask that all department managers permit time during the course of the day to allow employees time to complete the courses. You will receive reminder e-mails until these courses have been completed.

Please look for a registration email from Heritage University Online Training [admin@lawroom.com] that contains your unique, personal quick link to access your trainings. **Please do not forward or share this email, as it is your personal link! Feel free to save this email or copy the link to your favorites.** This link will be how you access your web-based trainings which you can complete on any computer with an internet connection.

These trainings are very easy to access and engaging, so we expect little difficulty with accessing the courses, but please feel free to contact me directly with any questions or concerns.

LawRoom enables you to train yourself in a practical, convenient way. The online courses takes approximately 45 - 60 minutes to complete. The training uses an active learning process that does not require you to schedule a specific off-site training class. In addition, the programs produces documentation of when you took the courses and achieved them.

### To complete the on-line training program:

- Using your unique, personal quick link.
- The trainings modules will take about 45 - 60 minutes to complete.
- Human Resources will be notified that you have completed the training and your results will be recorded.
- Please print the completion certificate and send the original to HR to be placed in your personnel file. You should keep a copy for your records.
- Human Resources will provide a list to department managers of those employees who have not completed the training program.
- Managers will be following up to assure HU is complying with the requirement that employees complete the trainings.
- Since it is located on the web, accessibility is 24 hours a day, 365 days a year!!

Thank you for taking the time to make this training a success. As always, if you have any questions, please contact Human Resources, ext. 1130 or ext. 1134.

**These trainings will be sent to your heritage email address (once it gets assigned to you), unless you prefer to receive your link to your personal email address, if so, please provide it here:** \_\_\_\_\_