



Mandatory Training Information for All College Employees

This FAQ document was updated August 14, 2019. See questions 18-24.

1. What training is required?

To ensure compliance under State law, employees must complete training in the following areas on an annual basis:

- Sexual Harassment Response & Prevention Training
- Workplace Violence Prevention Training
- Keeping Children Safe on Campus Training

2. Who must complete these three trainings?

All employees. This includes non-contract employees, full and part-time teaching and non-teaching faculty members, adjunct faculty members, full-time and part-time hourly employees, temporary employees, grant-funded employees, and even student employees.

3. Is this a new requirement under the law?

Annual sexual harassment response and prevention training is a new requirement under the New York State Labor Law. Previously MCC has required new employees to complete such training at the time of hire and hosted voluntary training and programming activities on this topic throughout the year. Training on the topics of workplace violence prevention and keeping children safe on campus are existing requirements under the law. To make completion of these required trainings more efficient, minimally disruptive to employees and departments, and trackable in the case of a State audit, the College is bundling training in these three areas as part of a coordinated compliance training plan.

4. What is the deadline for all employees to complete this training?

October 9, 2019 is the deadline required by the Labor Law; it's not set by MCC.

5. How can I complete this training?

You have options. You can choose to meet your training requirement online via Blackboard or by attending an in person training session.

- Online – Training on all three topics can be completed online via Blackboard. Log into myMCC and click on the Professional Development tab. In the Human Resources section you should see links to the following three trainings: Sexual Harassment Response & Prevention; Workplace Violence Prevention; and Keeping Children Safe on Campus. Click on each one, review the information, complete the assessments, and you're done!
- In person – In person training sessions will be offered beginning in August and continue throughout September during College Hour at multiple campus locations. Information will be presented to attendees who will be required to complete assessments prior to exiting the training session. For example, you may have seen an upcoming training session on August 21st prior to the Adjunct Faculty Fall Kick-off event.



6. How long will it take to complete the training?

In person sessions should be completed in under one hour. Most individuals will be able to complete the online training modules in under an hour as well. If you choose the online option, you have the option to break up the trainings to better suit your schedule – for example, you may decide to complete the Sexual Harassment Response and Prevention training on one day and log back in to complete the modules for Workplace Violence Prevention and Keeping Children Safe on Campus on another day. The only caveat is that all three trainings must be completed by October 9, 2019.

7. Will I be given time during my workday to complete this training?

- Non-exempt employees – those individuals who are entitled to overtime pay – and part-time hourly employees will be given time to complete the training during their workday. If you are a non-exempt employee or part-time hourly employee who does not have access to a computer and would like to complete the training online, you will be given access to a computer during your workday. Supervisors or employees who have questions about completing the training during the workday may contact Kristin Lowe, Director, Human Resources, at If you have questions, please contact your supervisor or Kristin Lowe, Director, Human Resources, at (585) 292-2114.
- Exempt employees – those individuals who receive set compensation for their duties and who are not entitled to overtime pay – will be expected to complete their training as part of their job duties. Adjuncts are included in the exempt employee category. This may be accomplished during their normal working hours on line or at a College Hour in person session or at any time when their schedule permits (but before the October 9, 2019 deadline).

8. Will I receive pay for completing this training?

The answer is related to your status as a non-exempt or exempt employee under wage and hours laws and addressed in Question 7 above.

- Non-exempt employees will complete the training during their workday and therefore compensation for the training will be included in their regular pay; they will not receive additional compensation.
- Part-time hourly employees will receive one hour of pay to complete the online training or attend an in person training session.
- Exempt employees (including adjuncts) receive their compensation for all job duties and therefore will not receive additional compensation for completing the training. The training is required under State law. We expect that most exempt employees will likely be able to identify time during their regular workday to complete the online training or attend an in person session. Those who cannot will need to complete the training online when their schedule permits (but before the October 9, 2019 deadline). Additional compensation is not available for those exempt employees who complete the online training outside of their regular work schedule.

9. As an adjunct I received pay to complete Cybersecurity Awareness Training last year. Why is this different?

Training in sexual harassment response and prevention, workplace violence prevention, and keeping children safe on campus is a requirement under State law, whereas the Cybersecurity Awareness Training is a requirement that MCC requires of employees under College policy.



10. I've completed training on these topics before. Do I have to do it again?

Yes, and prior to the October 9, 2019 deadline. Completion of training in these areas is an annual requirement and the College must be able to demonstrate that all employees have received training on an annual basis.

11. I work at another employer in addition to my position at MCC and I completed sexual harassment response and prevention training provided by my other employer. Do I have to do it at MCC again?

If you have completed training in the area of sexual harassment response and prevention after October 9, 2018 AND you can produce documentation indicating your name, completion date, and information indicating that the training provided met the requirements of NYS Labor Law 201-g, provide a copy of your documentation to Kristin Lowe, Director, Human Resources at klowe5@monroecc.edu before October 1, 2019 and we will mark you as having completed your annual training obligation in that area. *Please note:* You will still need to complete MCC's training in the areas of Workplace Violence Prevention and Keeping Children Safe on Campus and can do so online or in person.

12. What if I choose not to complete the training?

Employees are being given the option of choosing whether to complete the training online or attend an in person session prior to September 20th.

Those who have not completed the training by September 20th will receive a reminder letter from their divisional Vice President or the President stating that if the training is not completed by October 9th they may be subject to disciplinary action in accordance with applicable collective bargaining agreements.

Those who do not complete the training by October 9th will receive a counseling memo in their personnel file and be subject to disciplinary action in accordance with applicable collective bargaining agreements. Failure to complete the training may impact eligibility for appointment, promotion, assignment, continued employment, and/or result in disciplinary action up to and including termination.

13. I'm frustrated by these training requirements and the timeframe. I'm an adjunct and this is just one more thing to do either before the academic year starts or during the busy start of the year.

Others are feeling your frustration. We have intentionally created multiple options for employees to choose from in order to complete these training requirements (in person, online, or submit proof of completion from another employer). We are making the online trainings available in August so that those who wish to complete the trainings prior to the start of the school year have the option to do so. We are planning to send a September 20th reminder letter to those who have not yet completed the training to prompt them to complete it as soon as possible to avoid potential disciplinary action.

The College's goal is not to "catch" anyone who has not completed the training and react with disciplinary action. The goal is for our college community to achieve 100% completion prior to the deadline set by the State in a way that is efficient, as minimally disruptive as possible to departments and employees, and trackable so that we can prove that we met the requirements of the law if audited by the State.



Yes, this is one more thing on your to do list. However, consider the following:

- Providing employees with information about how to respond to and prevent sexual harassment, and foster a culture of respect *is* the right thing to do.
- Providing employees with information about how to prevent and report workplace violence *is* the right thing to do.
- And, providing employees with information about how we can keep children on our campuses safe and report concerns when we feel that they are not safe, *is* the right thing to do.

At some point, a child, a colleague or a member of the public who is on our campus will benefit from your knowledge of this information. Legal requirements aside, it is central to our MCC values to look out for one another and ensure that our campus is a safe and respectful environment for all.

14. I realize this is an annual requirement. Is there any way that we can do this prior to August or September next year?

Yes! The College intends to offer similar in person training opportunities during the June Professional Development Week next year for those folks who wish to complete their annual training requirement before the summer begins.

15. What about people who are hired after October 9, 2019? Do they have to complete this training?

Yes. Again, it is an annual requirement that must be met by all employees. Those employees who join the College after October 9, 2019 will have the option of submitting proof of completion within the past year from a prior employer or completing the online training modules.

16. I have additional questions. Whom can I speak with?

You can email HRTraining@monroecc.edu or call or email Kristin Lowe, Director, Human Resources, directly at (585) 292-2114 or klowe5@monroecc.edu.

17. I am a supervisor and employees in my department have varying schedules and somewhat limited access to computers during their shift. Is there someone I can speak with in Human Resources to help me develop a plan to ensure that all employees in my area complete the training?

Please call or email Kristin Lowe, Director, Human Resources, directly at (585) 292-2114 or klowe5@monroecc.edu.

Additional Information – Updated August 14, 2019

18. How do I access the three trainings?

Log in to myMCC and click on the “Employees” tab. Next, click on the “Professional Development” subtab. Links to the three training topics are in the Human Resources Training area of the Professional Development webpage. A document containing directions (with screenshots) to help you locate the links to the trainings is attached to the August 15, 2019 Trib announcement on this topic.



19. How do I find out more about the in person training sessions?

A document containing information about in person training session dates is also attached to the August 15, 2019 Trib announcement on this topic.

20. Do I need to sign up in advance for the in person training sessions?

No. In the unlikely event that you show up and the training session is full, you can show up for another in person training session or complete the training online.

21. If I work at the Brighton Campus, can I attend an in person training session at another campus location?

Yes. In person sessions will be offered at the Brighton Campus, the Downtown Campus, the Applied Technologies Center, and the Public Safety Training Facility.

22. Do I need to attend an in person training session if I complete the three trainings in Blackboard?

No. In order to meet the training requirements, you need to either complete the three trainings in Blackboard or attend an in person session in which all three topics will be covered.

23. Do I have to print out my certificates of completion to prove that I completed the trainings in Blackboard?

No. Human Resources is able to run a report through Blackboard to see who has completed the trainings and who has not. You are welcome to print the completion certificates and keep them for your own records but you are not required to print or submit them.

24. How will my supervisor be informed that I have completed the training requirements?

Supervisors who would like to know if members of their department have completed the trainings can contact Kristin Lowe at klowe5@monroecc.edu. In addition, on or before September 20th supervisors will be made aware of any employees in their respective departments who have not completed the trainings.