

From: Gina Leguria

Sent: Tuesday, July 26, 2016 8:24 AM

To: _CS Management Certificated <CSMCert@yosemite.edu>; _CS Management Classified <CSMClass@yosemite.edu>; _CC Management Certificated <CCMCert@yosemite.edu>; _CC Management Classified <CCMClass@yosemite.edu>; _MJC Management Certificated <MJCMCert@yosemite.edu>; _MJC Management Classified <MJCMClass@yosemite.edu>

Subject: Performance Evaluation Training

Please mark your calendars for this important training opportunity.

We will arrange for video conference sites at Columbia and MJC.

Thursday, November 3, 2016 – “The Art of Writing the Performance Evaluation”

time: 1:00 P.M. - 4:00 P.M.

location: videoconference via 3CMeNow (details to follow)

audience: Managers and Supervisors

This should be part of every manager’s professional development plan!

Gina Leguria

Vice Chancellor, Human Resources
Yosemite Community College District
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From: Kathren Pritchard

Sent: Wednesday, May 25, 2016 1:46 PM

To: _YCCD Everyone at YCCD <_YCCDEveryoneatYCCD@yosemite.edu>

Subject: EEO Diversity Training to serve on Hiring Committees

EEO/Diversity Training - YCCD

If you would like to participate in the recruitment process and serve on hiring committees, we have great news!

Human Resources will be offering training for eligible YCCD employees.

Upon completion of this training, you will be eligible to serve on YCCD hiring committees.

(If you are not able to attend this training, please note HR will be rolling out a new EEO/Diversity training process in the Fall and additional trainings will be offered)

This training will be held on Wednesday, June 8, 2016

Two Sessions available:

(Please choose one)

9:00 am – 10:00 am West Campus - Glacier Hall Rm 101

10:00 am – 11:00 am West Campus - Glacier Hall Rm 101

NOTE: Both sessions will be video-conferenced at Columbia in Dogwood 1 for Columbia College employees.

Kathren Pritchard
Director of Human Resources
Yosemite Community College District
(209) 575-6901

From: Victoria Simmons

Sent: Tuesday, July 09, 2013 4:49 PM

Cc: Venesse Metcalf <metcalfv@yosemite.edu>; Lucy Munoz <munozl@yosemite.edu>; Shelley Akiona <akionas@yosemite.edu>; Gloria Plasencia <plasenciag@yosemite.edu>

Subject: Save the Date: August 6, 2013; 10-12 pm with lunch - Preventing Discrimination and Harassment

Hello,

In an effort to provide ongoing training, HR is pleased to announce the first in a series of manager/supervisor trainings for the fall and spring semesters. Please check your calendars and save August 6, 2013 for a two hour, in person training on preventing discrimination and harassment. This is a required training for all new managers/supervisors within their first six months of employment. Additionally, the training is required every two years for managers and supervisors. While many of you have completed the online training in 2012, I would strongly encourage you to attend this in person training as a professional development event and also to hear perspective from your peers about current workplace issues.

HR will send out a Survey Monkey invitation in the near future but in the meantime, please hold the date. On behalf of HR, we look forward to seeing you on August 6, 2013!

Cheers,
Victoria Simmons

AB1825

PREVENTING DISCRIMINATION AND HARASSMENT MANAGERS AND SUPERVISORS

(2 Hours)

California Government Code, Section 12950.1, requires all managers and supervisors to attend specialized training in the prevention of discrimination and harassment every two years. Newly hired managers must attend within six months of assignment. Documentation of this training is a critical component of an employer's defense against harassment and discrimination claims.

Laws and regulations have separated harassment into two main categories: quid pro quo harassment, and hostile or offensive work environment harassment. This workshop is an overview of federal and state laws that define inappropriate behavior in the workplace, employee and employer liability, investigation and appropriate action of a discrimination or harassment claim, and prevention of these claims. This workshop is presented in a format specifically designed for managers and supervisors.

Agenda

1. Why Are You Here?
2. Federal & State Sexual Harassment Laws
3. Legally Protected Classes (All protected classes including Sex, Age, Race, Religion, etc.)
4. Forms of Unlawful Harassment and Discrimination
5. Types of Harassment
 - a. Quid Pro Quo
 - b. Hostile Work Environment
6. Employer and Supervisor Liability
7. Supervisor's Responsibilities:
 - a. Preventing Sexual Harassment
 - b. What To Do If It Happens
8. Retaliation
9. Summary – Questions
10. Test to Assure Solid Understanding of the Material

Facilitator: Karen L. Martin, SPHR

Location: Bianchi Center

Date: Tuesday, August 6, 2013

Time: 10:00 a.m. – 12:00 p.m.; lunch will be provided after the training.

Victoria Simmons,
Interim Vice Chancellor, Human Resources
Office (209)575-6507