EMPLOYEE SEXUAL MISCONDUCT PREVENTION AND RESPONSE COURSE
FREQUENTLY ASKED QUESTIONS

1. **Do all CUNY employees need to receive Sexual Harassment Prevention training, regardless of title?**

   - All CUNY employees must receive E-SPARC training, regardless of title, by **October 9, 2019**. The only groups excluded from completing E-SPARC training are:
     - Work Study *(WSF, WSP)* Employees
     - Research Foundation *(RF)* Employees
     - Employees with Action Reasons *(leave of absence codes)*:
       - Action PLA – Paid Leave of Absence with reason code PSB and description Paid Sabbatical Leave
       - Action LWB -- Unpaid Leave with Benefits with reason code SLC and description Sick Leave of Absence *(SLOAC)*
       - Reason code SLA Sick Leave of Absence

2. **How about employees who are affiliated with more than one CUNY college?**

   - Employees will be registered for E-SPARC under their **primary campus organization only**. For instance, an adjunct professor who teaches at multiple campuses will only have to complete E-SPARC training <u>once</u> *(for his/her primary campus)*. If you come across an employee who has more than one campus listed under his/her "My Organizations" module in Blackboard, please contact Kru Bavishi *(kru.bavishi@cuny.edu)*.

3. **What about employees who do not have CUNY email or computer access?**

   - For employees who do not have access to a CUNY email account or to a computer, an in-person training should be conducted on campus by an E-SPARC Training Administrator. Because the training contains videos, we recommend these in-person trainings be offered in a classroom setting, ideally where the content can be projected onto a screen.

4. **How should you keep track of employees who take the in-person training?**

   - To track in-person training completions, we recommend that Training Administrators have a sign-in sheet present during in-person sessions which should then be archived in your campus records and sent to Kru Bavishi *(kru.bavishi@cuny.edu)*. As a "Leader" in Blackboard, you can manually mark employees as having completed training. If/when you manually mark an employee as "complete," please note the training date in Blackboard along with any relevant notes.

5. **What about the non-tax levy employees? Do they need to receive E-SPARC training?**

   - Research Foundation *(RF)* employees do not need to receive E-SPARC training, as they will be receiving RF's online sexual harassment training.

- We will be making our best efforts to train the employees of auxiliary corporations and other related entities at the campuses. Similar to employees who do not have access to computers or to any CUNY systems, they should be trained in-person and the attendance sheets should be properly archived. Please contact your campus' Business Office to find out the names and contact information of individuals employed by related entities.

6. **Who has Leader access to E-SPARC?**

- Human Resources Directors and their designated staff members have been provided Leader access in Blackboard for their campus specific E-SPARC training. Leaders have full access to manage the course, update contact information and do completion-overrides. If you would like additional staff members on your campus to have Leader access, you may give them Leader access through Blackboard.

- Please note that E-SPARC Leaders cannot print their E-SPARC training completion certificate from Blackboard.

7. **Who has Participant access to E-SPARC?**

- All CUNY employees are pre-enrolled as E-SPARC participants. As participants, they can access the course content, see their progress report and print their completion certificate.

8. **How can I see E-SPARC completion metrics for my college?**

- The E-SPARC training completion metrics for each campus will be uploaded monthly into Tumbleweed under the Workplace Violence Prevention folder. Titles of these reports will contain an "E-SPARC" notation in their filenames.

- If you do not have a Tumbleweed account or need access to the Workplace Violence Prevention folder in Tumbleweed, please fill out an online Tumbleweed access form, which is located on the homepage of your CUNY portal account.

9. **How will new employees receive E-SPARC training?**

- New employee information will be auto-populated from CUNYfirst to Blackboard on a regular basis. When employees access Blackboard, the E-SPARC organization will appear in their "My Organizations" module.

10. **Do adjuncts need to be paid for taking E-SPARC training?**

- Pursuant to Article 15.2.b of the PSC CUNY Collective Bargaining Agreement, Adjunct Professors, Adjunct Associate Professors, Adjunct Assistant Professors, Adjunct Instructors and Adjunct Lecturers who are assigned a teaching workload of six *(6)* or more contact hours at the same college, receive one *(1)* additional hour per week in order to engage in professional assignments related to their academic responsibilities, such as office hours, professional development, participation in campus activities and training. They can use this hour to take E-SPARC training.

- Adjuncts who complete E-SPARC training and who do not have the professional hour under the PSC contract should be paid for 1 hour at the appropriate non-teaching adjunct rate. If the campus currently processes non-teaching adjunct rate time manually or through NPAY502, the same process will continue. If your campus' non-teaching adjunct payments are processed by University Payroll, you may submit to University Payroll a spreadsheet with the following information:
    1. College Name
    2. CUNYfirst EMPLID
    3. Employee First and Last Name
    4. Employee Record #
    5. State or City EMPLID
    6. State and City R#
    7. Date of Training
    8. Non-Teaching Rate of Pay

- Please note that adjuncts who teach at multiple campuses will appear **only** on their primary campus organization's Blackboard completion report. If an adjunct's primary campus organization changes in CUNYfirst due to alterations in their teaching schedule, they will start appearing on the new primary campus' completion reports.

11. **Will employees receive automatic reminders from Blackboard to take the E-SPARC training?**

- Employees **will not** receive automatic reminders to complete E-SPARC Training. Training Administrators can use the monthly Tumbleweed reports to identify and reach out to employees who have not completed training. We recommend conducting this reach-out on a monthly basis.

12. **What can we do about the employees do not take the training or refuse to take the training?**

- The college should take steps to provide the employees with reminders and warnings that failure to take the required training may result in a letter of guidance, formal reprimand, or other appropriate sanctions. Additional guidance on this matter will be forthcoming.

13. **Can I or my staff receive E-SPARC Leader training?**

- We encourage the campuses to designate appropriate employees as E-SPARC Leaders so that they can receive Blackboard Leader Training. The training consists of an overview of the E-SPARC curriculum and how to facilitate its usage via Blackboard. A presentation of this training is attached to this email correspondence.

- If you have any questions or concerns, or if anyone on your staff needs additional E-SPARC training, please contact Kru Bavishi *(kru.bavishi@cuny.edu)*.