

POLICY MEMORANDUM

No. I-29a

Preventing Sexual Harassment Certification Compliance

It is the policy of the Missouri University of Science and Technology (Missouri S&T) that all employees are required to successfully complete the Preventing Sexual Harassment interactive computer training. In this regard, each division will inform all employees of the sexual harassment prevention certification compliance requirement within three (3) days of being hired. Additionally, each division will provide the Office of Human Resources/Affirmative Action with a departmental listing of division employees semi-annually, on September 15 and January 30 of each calendar year. Employees may electronically access the Preventing Sexual Harassment interactive computer program at <http://www.newmedialearning.com/psh/umrolla/choice.htm> and review the following before taking the Preventing Sexual Harassment Mastery Test (Understanding the Law as It Pertains to Sexual Harassment):

- What is Sexual Harassment
- The Law
- Missouri S&T Sexual Harassment Policy

Each designee must provide the Office of Human Resources/Affirmative Action with a hard copy of the certificate of completion upon achieving a score of 80% or greater on the Preventing Sexual Harassment Mastery Test. The preventing sexual harassment compliance certificate must contain their printed name, department, and signature and must be forwarded to the Office of Human Resources/Affirmative Action within 48 hours of satisfactory completion of the Mastery Test. The compliance certification is good for a 3-year period.

Each division must semi-annually provide the Office of Human Resources/Affirmative Action with an updated list of all employees who are required to comply with the preventing sexual harassment certification compliance expectation by October 1 and March 1. The Office of Human Resources/Affirmative Action must receive documentation of certification compliance for all affected employees within 30-days of the October and March dates, respectively. The Office of Human Resources/Affirmative Action will semi-annually provide each division with the list of designees who have satisfied the compliance requirement.

EFFECTIVE DATE: Immediately.

RESPONSIBILITY: Office of Human Resources/Affirmative Action

BASIS: [University of Missouri Collected Rules and Regulations, Section 330.060.](#)

John F. Carney III
Chancellor