Later this week a mass email will be sent to all employees on campus regarding the completion of two training modules. One module is *Harassment: What It Is and How to Stop It*. The other module is *Mandated Reporter Training*. We are asking for your help in communicating and tracking this requirement to employees within your college, school, division, or department.

These are mandatory courses for all benefit and non-benefit eligible faculty, staff, and student employees. **All University employees are asked to successfully complete the trainings by January 30, 2015.**

**Please Note:** If an employee completed the *Harassment: What It Is and How to Stop It* module on August 1, 2014 or later, then this training requirement has been satisfied and the employee only needs to complete the *Mandated Reporter Training*.

The training module, *Harassment: What It Is and How to Stop It* will take approximately 45 minutes to complete. In this course employees will learn what constitutes appropriate conduct both in the work and learning environment and how to respond to misconduct. Employees must complete the mastery test with a score of at least 80%. Visit the following link for instructions on taking the course: [www.umsystem.edu/ums/hr/harassment_training](http://www.umsystem.edu/ums/hr/harassment_training). Answers to frequently asked questions about this training course are available online.

The training module, *Mandated Reporter Training* will take approximately 20 minutes to complete. This training is designed to inform employees about their duty to report sexual misconduct and other behaviors that fall under Title IX. Employees must complete the mastery test with a score of at least 80%. For more information on the Title IX Office you can visit their website at: [http://title9.missouri.edu/](http://title9.missouri.edu/).

Completion of the training will be tracked by Human Resource Services. Reports of individuals that have not completed the training will be sent to the Chancellor’s direct reports and deans with the division fiscal officers copied on the second Wednesday of each month. Weekly email reminders will be sent to employees that have not completed the training. As the deadline gets closer, the more frequent the reminders. If you have any questions, please contact Human Resource Services at 882-7976.

Participation in these programs will benefit all of us professionally and help ensure a positive and productive workplace for everyone affiliated with our campus community.