

Building a Foundation: Discrimination Prevention & Title IX

Training Guidelines

Question	Response
Why are employees required to complete the Building a Foundation: Discrimination Prevention & Title IX training?	<p>The university is committed to providing a learning and work environment that promotes diversity, inclusion, and respect. Building a Foundation: Discrimination Prevention & Title IX supports this commitment.</p> <p>Upon completion of this course, you should be able to:</p> <ul style="list-style-type: none">• Recognize behaviors and actions that constitute harassment and discrimination• Discuss your rights, options, and resources available to the university community• Define harassment and discrimination• Describe the laws and university policies related to harassment and discrimination, including what and when to report and who to contact• Choose the appropriate mandated reporter action if someone lets you know that they have been harassed or discriminated against, or been a victim of violence•
Which employees are required to complete the Building a Foundation: Discrimination Prevention & Title IX training?	<p>Building a Foundation: Discrimination Prevention & Title IX training is mandatory for all employees in the following categories:</p> <ul style="list-style-type: none">• Benefit eligible and non-benefit eligible faculty and staff• Student employees
I have a non-paid appointment (including volunteers) with the university. Am I required to complete the Building a Foundation: Discrimination Prevention & Title IX training?	<p>Possibly. Individuals with non-paid appointments will need to complete the decision tool to determine if completion of the Building a Foundation: Discrimination Prevention & Title IX training is required. Non-paid appointments are required to complete the training if contractually required or at any time upon request.</p>
Does a vendor, consultant or individual who interacts with the university community need to complete the Building a Foundation: Discrimination Prevention & Title IX training?	<p>Vendors, consultants, and other individuals who interact with our university community must fulfill the training requirements of their organization. The university may ask for documentation to verify that vendors, consultants, and other individuals who interact with our university community are fulfilling their organization's training requirements.</p> <p>In the absence of appropriate documentation, the university reserves the right to require individuals who interact with our university community to complete the Building a Foundation: Discrimination Prevention & Title IX training.</p>
I have multiple jobs, and/or appointments with the university. Am I required to complete the training for each appointment?	<p>No, you only have to complete the training once during the reporting period. Your training completion data is filed with your employee record and available to all organizational units in which you work.</p>
Do I have to complete the Building a Foundation: Discrimination Prevention & Title IX training if I am on leave for an extended period of time?	<p>Employees on a leave of absence, whether paid or unpaid, are not required to complete the training while on the leave of absence. However, if the due date for the compliance training occurred during the leave of absence, the employee must complete the training within 31 days of returning to work.</p>

What if I am not sure whether I am required to complete the Building a Foundation: Discrimination Prevention & Title IX training?	Log in to myHR. Check the “Training Status” under the myTRAINING section or contact the UM HR Service Center at 573-884-6996 (toll free 855-524-0002) or (umpshrsupport@umsystem.edu).
How often am I required to complete the Building a Foundation: Discrimination Prevention & Title IX training?	All employees are required to successfully complete the Building a Foundation: Discrimination Prevention & Title IX training once every year between July 1 and October 31. New employees must complete the training within 31 days of their hire date. MU Health Care employees have the fiscal year to complete all mandatory training requirements.
Do I have to complete the training when I start work if I worked for the university in the past?	All employees, even those who worked for the university in the past, must successfully complete the training within 31 days of their hire date unless the training was completed during the last reporting period (July 1-October 31).
How long does it take to complete the Building a Foundation: Discrimination Prevention & Title IX training?	It takes approximately 60 minutes to complete the Building a Foundation: Discrimination Prevention & Title IX training.
What happens if I completed a similar training while with another employer?	All employees are required to complete University of Missouri training requirements even if similar training was completed while with another employer. This is required for several reasons. <ul style="list-style-type: none"> • The university has its own unique rules that are important for all members of the university community to understand. These include additional protected categories, reporting requirements for sexual discrimination and procedures for dealing with other discrimination concerns. • The university is subject to laws, such as Title IX, that may not apply to other employers. • Although training received while with another employer may cover many similar points, there can be important differences.
What are the criteria for successfully completing the Building a Foundation: Discrimination Prevention & Title IX training?	You must successfully pass the mastery test with a score of at least 80%. You may retake the test as many times as necessary.
What if I don't complete the Building a Foundation: Discrimination Prevention & Title IX training?	Successful completion of the Building a Foundation: Discrimination Prevention & Title IX training is required. Consequences for non-compliance will be determined by your campus, MU Health Care, or UM System.
Whose responsibility is it to ensure employees complete the Building a Foundation: Discrimination Prevention & Title IX training?	Employees are responsible for completing the Building a Foundation: Discrimination Prevention & Title IX training. UM System Human Resources will monitor training completion data. Supervisors are also responsible for ensuring direct reports complete training requirement and enforcing consequences for non-compliance. Supervisors can look up direct reports completion status on the homepage of PeopleSoft HR.
I am a supervisor. What if employees in my unit do not complete the Building a Foundation: Discrimination Prevention & Title IX training?	Supervisors are responsible for communicating the university's expectation for completing training; providing time and access to fulfill mandatory training requirements; and explaining consequences for non-compliance. Supervisors who refuse to enforce compliance within the unit they are responsible for may be subject to consequences determined by the campus.
I don't have access to a computer. What do you recommend?	Contact your supervisor, your Human Resources office, and/or your Equal Employment Opportunity office to identify available computers. Depending on your area, you may be asked to complete the training in a computer lab, the library, or another location with shared computers.

<p>What if I have technical problems with the Building a Foundation: Discrimination Prevention & Title IX training?</p>	<p>If you have issues accessing this training, please contact your IT helpdesk for assistance.</p> <p>If you have issues with the course itself, please contact the Human Resources Service Center at 573-884-6996 (toll free 855-524-0002) or umpshrsupport@umsystem.edu.</p> <p>If you have issues with the course completing please contact Skillsoft Technical Support at 866-754-5435 to identify what desktop setting is preventing the course to fully complete.</p>
<p>How will I know if I have successfully completed the Building a Foundation: Discrimination Prevention & Title IX training?</p>	<p>The official training completion record is electronically recorded in PeopleSoft. This electronic record is the only record used to verify successful completion of this training. If you only have a printed certificate and there is no electronic record, you will be required to complete the training again. The “Training Status” under myTRAINING within myHR will show the individual’s training completion status. Please note that training completions will not appear in the training status until the next business day. MU Health Care employees should check transcript in Pathlore.</p>
<p>When is the training available for new employees?</p>	<p>Once a new employee’s data has been entered into PeopleSoft, the employee will have access to the training the day after the appointment effective date in PeopleSoft.</p>
<p>What if I need accommodations to complete the training?</p>	<p>myLearn has a web accessibility accommodations option. If further accommodations are necessary to complete the training (i.e. limited access to computer), contact your supervisor, ADA Coordinator, or campus Human Resource office to make the necessary arrangements.</p> <ul style="list-style-type: none"> • Contact Information