

# Memorandum *from Human Resources*

**To:** All Employees  
**From:** Vivyen J. Ray, Vice President of Human Resources & Labor Relations  
**Date:** At the time of New Hire  
**Subject:** Required Training Notice

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As a new employee to the County College of Morris, employees are required to complete the following online training which will inform employees of the college's policies pertaining to **Sexual Harassment, Employment Discrimination, Americans with Disabilities Act and Violence Against Women**. The College strives to create the best possible working and learning environment at the County College of Morris. The commitment to eliminate discriminatory behavior requires the support of each employee. To assist employees in this regard, these training programs are being provided and have been designed specifically for our environment and customized for CCM.

Unlike more traditional classroom instruction, these courses are interactive self-paced on-line programs which have examples, questions and quizzes interspersed to facilitate comprehension. Explanations follow both incorrectly and correctly answered questions. Employees may "bookmark" any screen in the program for easy retrieval so the individual can return to the material when convenient. Because the programs are available on-line, each employee has the flexibility to work at his or her own pace, during times most convenient for each individual.

**All employees are required to complete these programs. You will receive an e-mail from Workplace Answers, the organization which provides these software programs. Their e-mail to you will contain a specific link to your assigned trainings. Each program has a Mastery Test which produces a Certificate of Completion. These training modules and exams should be completed within 30 days after you receive the e-mail containing the link. Once you have gone through all of the programs and have taken these tests, your obligation will be satisfied.**

I am confident that you will find these programs to be informative, interesting and helpful to you in supporting our College-wide commitment to maintain an environment on our campus free of concerns over sexual harassment and employment discrimination.