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CHANCELLORS  
LABORATORY DIRECTOR WITHERELL  
VICE PRESIDENT--AGRICULTURE AND NATURAL RESOURCES HUMISTON

Dear Colleagues:

As all of you are aware, there have been a number of Universitywide online training programs prepared over the last several years. These have been made available throughout the system, and directed to specified groups of employees, either online or in person. These training programs have been implemented either as a matter of policy or because State law mandates that the training be provided, as is the case for sexual harassment training for managers and supervisors. Questions have arisen on some campuses about whether the training programs are mandatory, and, if so, how the training requirement can be enforced. I want to reaffirm that the training programs identified below are mandatory for the relevant groups of employees. The current mandated trainings, and the employees for whom these trainings are mandatory, are as follows:

1. Sexual Harassment Prevention Training (SHPT) for managers and supervisors, which includes all faculty;
2. Sexual Harassment Prevention Training (SHPT) for all non-supervisory staff;
3. Compliance Briefing: UC Ethical Values and Conduct and Conflict of Interest for Researchers (COIR) for all University researchers;
4. Compliance Briefing: UC Ethical Values and Conduct for all other UC employees;
5. Conflict of Interest for Form 700 Filers; and
6. Cyber Security Awareness training for all UC faculty and staff.

There may be additional or different mandated programs in the future. Campus leadership is responsible for ensuring that all required training is taken and completed by the appropriate groups at each UC location including the Lawrence Berkeley National Laboratory, Agriculture and Natural Resources, and the UC Office of the President.

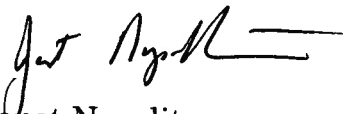
While good progress has been made, we still have work to do and it is important that we continue to strive for full compliance with mandatory training. To this end, the following measures will be implemented at all locations:

- Managers will be required to make the UC cybersecurity training course an annual goal for policy-covered staff who access UC computers or systems. Compliance will be reflected in the written performance review as “met/not met,” and noncompliance will impact an individual’s merit award.
- Deans and department chairs will strongly promote faculty compliance with the mandatory training and we will consult with the Academic Senate on corresponding steps to address individual instances of continued noncompliance.

We will continue to explore additional measures to help enforce the need for staff and faculty to complete the cybersecurity training, such as suspending network and system access for any employees who have not completed the training. Please note that if any staff or faculty with disabilities encounter difficulties fulfilling this training requirement, accommodations should be made to facilitate access and completion, including providing additional time to complete the training if necessary.

While different approaches may be adopted, the goal is the same--ensuring that all mandatory training is taken in a timely fashion by the appropriate University employees. I know that you share my commitment to this goal and I appreciate your help in achieving it.

Yours very truly,



Janet Napolitano  
President

cc: Division Leaders  
Academic Council Chair Chalfant