




**MEMORANDUM**  
**DHR No. 29-2006**

DATE: October 20, 2006

TO: Department Heads  
Departmental Personnel Officers

FROM: Philip A. Ginsburg  
Human Resources Director 

SUBJECT: **Follow-Up Mandatory Harassment Prevention Training**

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Government Code Section 12950.1 (AB1825) requires employers with 50 or more employees to provide harassment prevention training to supervisors and managers of "at least two hours of classroom or other effective interactive training and education regarding sexual harassment." The law also requires that all supervisors hired after January 1, 2006 must be trained within 6 months of hire.

AB1825 Training for New Supervisors and Managers

As indicated in DHR Memorandum 08-2006, entitled Mandatory Supervisory Training, the two hour mandatory harassment prevention training is now incorporated as a part of the 24-PLUS for Supervisors and Managers (24-PLUS) workshop series.

If newly appointed supervisors and managers are attending the 24-PLUS workshops and have not yet attended the mandatory harassment prevention training, they will be required to attend this training. If there are supervisors and/or managers who are not attending the 24-PLUS workshops, but should attend the mandatory harassment prevention training, you may register these individuals for the harassment prevention training only.

The dates for AB1825 training for the remainder of the fiscal year are:

- November 17, 2006, 9:00 am – 11:30 am
- February 9, 2007, 9:00 am – 11:30 am
- April 27, 2007, 9:00 am – 11:30 am
- June 22, 2007, 9:00 am – 11:30 am

2007 Follow-Up Training

Beginning in 2007, all supervisors who were trained in 2005 must be retrained. DHR is working on obtaining internet-based, interactive training for the 2-year follow-up training. Additional information about this training will be distributed at a later date.

To sign up, fax a completed Enrollment Form (including the approval of the supervisor) to: (415) 551-8907. If you have any questions, you may contact DHR's Workforce Development Unit at [WD.DHR@sfgov.org](mailto:WD.DHR@sfgov.org) or call (415) 557-4840.

cc: Elizabeth Salveson, City Attorney