

Material Request Form (MRF) Mandated Training

During the compliance review, the State Personnel Board (SPB)'s Compliance Review Unit (CRU) will review department policies related to mandated training and whether departments have provided employees with mandated leadership and development training (Gov. Code, § 19995.4), sexual harassment prevention training (Gov. Code, § 12950.1) and ethics training (Gov. Code, § 11146.1). The purpose of this compliance review is to ensure departments are complying with training mandates. Where deficiencies are identified, appropriate corrective action will be ordered.

General Instructions:

Unless otherwise indicated, all requested documents concern Department training employees should have received during the applicable compliance review period. Please complete the MRF Mandated Training Spreadsheet for Leadership Training and Development, Sexual Harassment Prevention Training, and Ethics Training and provide copies of the documents set forth under Parts I through III. All requested documents should be organized in the order listed. If a requested document does not exist, please include a brief written explanation setting forth the reasons why. For purposes of ethics training, "filer" has the same meaning as in Government Code section 11146.

I. Mandated Training Supervisors, Managers, and CEAs

Please provide the following documents:

- Training certificate or other verifiable documentation showing that each listed employee in a designated supervisory position (excluding Specialist) successfully completed the 80-hour supervisor training.
- Memorandum of understanding or contract with CalHR for state department delivering supervisor training. If inapplicable, please check or X this box:
- Training certificate or other verifiable documentation showing that each listed employee in a designated managerial position successfully completed the 40-hour manager training.
- Training certificate or other verifiable documentation showing that each listed employee in a designated CEA position successfully completed the 20-hour CEA training.

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**II.
Sexual Harassment Prevention Training**

Please provide the following documents:

- Training certificate or other verifiable documentation showing that each listed employee in a designated supervisory position (Including exempt employees) successfully completed the sexual harassment prevention training.
- Training Certificate or other verifiable documentation showing that each listed non-supervisory employee successfully completed the sexual harassment prevention training.
- Please identify how sexual harassment prevention training is tracked (California Code of Regulations section 11024(b)). Does your department have a written policy? If yes, please provide.

**III.
Ethics Training**

Please provide the following documents:

- Training certificate or other verifiable documentation showing that each listed designated "filer" position (Including exempt employees) successfully completed the ethics training.

NOTES/COMMENTS:
