



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

There are several required trainings for all Foundation employees to attend? In addition, you are legally obligated to pay the employee while they attend any required training?

- There are two trainings that are required of all employees. They are the Foundation New Hire Orientation (1 hour) and Injury and Illness Prevention and Fire Safety or IIPP (2 hours).
- Additionally, all full-time, part-time directors, managers, student and non-student supervisors are required to attend Sexual Harassment for Supervisors training within three (3) months of their hire date or classification as a supervisor or manager. Employees with supervisory authority must complete at least two (2) hours of sexual harassment training every two (2) years. For questions regarding eligibility, please contact Foundation Human Resources for more information.
- **Benefit Eligible Employees:** will be required to attend other Foundation and/or campus training sessions. These sessions include, but may not be limited to: Workplace Violence, Diversity Awareness, Sexual Harassment, "Ethics: Deciding Difficult Dilemmas", Defensive Driving and Protected Categories
- Non-exempt Foundation employees must be paid for their attendance at meetings, lectures, and training programs under the following conditions:
 - Attendance is mandatory;
 - The meeting, course, or lecture is directly related to the employee's job; and
 - The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by the Human Resources department and/or their supervisor;
 - Any hours in excess of eight (8) in a day or 40 in a week will be paid at the appropriate overtime rate.

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!

