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**DATE:** August 1, 2023

**HR-04**

**TO:** All Employees

**FROM:** Christina Villegas, Director II  
Human Resource Services

Keyshun Marshall, Director II  
Risk Management/Employee Benefits Department

**SUBJECT: Public School Works - New Online Training Resource**

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In efforts to continue to provide our employees with an at-your-fingertips easy online training resource, we will be transitioning from the former online system called Hour-Zero to a new online training platform Public School Works (PSW).

Public School Works provides online training in line with mandated requirements to help Districts stay in compliance. As employees who work in an education setting, we must provide the mandated trainings required by law, as well as for the safety of the students, families, and staff we serve.

In order to complete the online training, use the [Public School Works](#) link.

**SCUSD Training Mandates:**

***Injury and Illness Prevention Program (IIPP):***

Board Policy BP4357, 4157, 4257 The Governing Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices. The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of employee and to provide a safe and healthful work environment. All staff must complete IIPP training and a copy of the District's IIPP is at each site and posted online under [employee safety and wellness](#).

***Child Abuse Reporting—Online Training Requirements:***

In California, certain individuals are mandated by law to report known or suspected child abuse. These mandated reporters are listed in the Child Abuse and Neglect Reporting Act (CANRA); of the over 40 categories listed, teachers are listed first, as well as, classified employees who work closely with students. In accordance with the State of California Child Abuse and Neglect Reporting Act (Penal Code Section 11166, et seq.) and Assembly Bill 1432 Mandated child abuse reporting, school employees must be trained annually on this topic. It is imperative that employees know how to respond, that employees understand their rights and responsibilities as a mandated reporter, and that employees are familiar with District's policies and reporting procedures. All employees of the school district must be trained and must report known or suspected child abuse.

***Healthy Schools Act - Integrated Pest Management (IPM) - Online Training Requirements:***

In California, when pesticides are used at schools and childcare centers the Healthy Schools Act defines requirements for school and childcare center staff, pest management professionals, and the Department of Pesticide Regulation. The California Legislature originally passed the law in 2000. The Healthy Schools Act also encourages schools and child care centers - collectively referred to as school sites-to adopt effective, low-risk pest management practices, also known as integrated pest management or IPM.

***Sexual Harassment Prevention—Online Training Requirements:***

The Governing Board prohibits unlawful discrimination, intimidation, bullying against and/or harassment of District employees, job applicants, and District programs & activities on the basis of actual or perceived race, color, national origin, nationality, ancestry, ethnicity, ethnic group identification, religious creed, religion, age, marital status, pregnancy, physical or mental disability, disability, medical condition, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics at any District site and/or activity (BP/AR 4030, 4119.11 (a) and 5145.7 (a)). The Board also prohibits retaliation against any District employee or job applicant who complains, testifies, or in any way participates in the District's complaint procedures instituted pursuant to this policy.

Any District employee who engages in or permits unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal. A District employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains.

District compliance staff listed below with contact information:

**Sexual Harassment Prevention Student Related Issues (Title IX):**

Designee, Student Services/Alternative Education  
(916) 643-9425

**Sexual Harassment Prevention Employee Related Issues (Title VII/IX):**

Melinda Iremonger, Title IX Coordinator  
(916) 643-7446

**IIPP and Healthy Schools Act IPM Coordinator:**

Keyshun Marshall, Director II, Risk  
Management/Employee Benefits  
(916) 643-9421

August 1, 2023

Staff members are required to complete all of the online trainings assigned to them through Public School Works. The process is simple, and yet incredibly important.

We anticipate that online trainings should take approximately 30 to 60 minutes to complete depending on the duration requirement for each training. For questions regarding the above online training information, employees may reach out to Christina Villegas, Human Resources Director, at 916-643-7496 and/or Keyshun Marshall, Risk Management/Employee Benefits Director, at 916-643-9421.

As a reminder, in order to complete the online training go to [Public School Works](#).

Also, here is a very simple tutorial video to help introduce you to the new system:

<https://vimeo.com/user80827873/review/725247665/5f661e7ab8>

# Upcoming Staff Training

## Sacramento City Unified School District



Smarter Solutions. Safer Schools.

### INTRODUCTION

Sacramento City Unified School District is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the new PublicSchoolWORKS online staff training system and can be completed at the convenience of the employees.

To begin, employees will need to complete online courses, beginning August 28, 2023. Those employees with a district email address will receive an email notice regarding the training on August 28, 2023. For convenience, the email will contain an Internet link to start training.

The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. Also, the District Office Administration will be sent a report that will show those employees who have not completed the training.

### ONLINE TRAINING PROCEDURES

1. Log in to your email account
2. Open the email from "SCUSD Staff Training" with the subject of "Training – New Enrollment"
3. Click on the link "Click here to start your training". You will be brought to PublicSchoolWORKS.
4. Enter your district username and your district password.
5. You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866-724-6650, option 4. **It is very important that the information shown on the "Your Login Info" screen is accurate.** Make any changes needed to your Occupation or Site and then click on the button: "Click here when correct."
6. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
7. For each course shown, click on "Start."
8. After you successfully complete each course (and test where applicable) the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. **Your failures will not be shown on your transcript.**

Training - New Enrollment

Carrie Mockler  
To: Carrie Mockler  
Tue 6/2/2020 3:48 PM

Dear Carrie Mockler,

It is time to complete training. Please click on the link below to see the courses in which you are currently enrolled.  
[Click here to start your training.](https://www.publicschoolworks.com/Pages/training.asp?d=774&e=74952&d=6001) If the link does not work, copy and paste the following address in a browser: <https://www.publicschoolworks.com/Pages/training.asp?d=774&e=74952&d=6001> After you log in, click on "Your Course List" and then click on "Start Course" for each course listed.

If you are a supervisor and this training assignment involves employees under your supervision, please confirm the people you supervise are aware of the training - in case they don't get or read email.

| Your Assignments |                      |          |
|------------------|----------------------|----------|
| No.              | Course Title         | Due Date |
| M-017            | Bloodborne Pathogens | 6/30/20  |

Your Login Information  
User Name: enter the first letter of your first name added to your last name (e.g. jsmith for John Smith)  
Password: enter your password

Your Account Information  
Site: Middle  
Prl Occupation: Teacher  
Sec. Occupation:  
Dept./Group: Certified - Staff (7-12)

Training is a very important part of your development and our regulatory compliance program. Our online training system allows you to complete training at your own pace at a convenient time. Please don't hesitate to reach out if you have any questions.

Thank you

\*\*\* This is an automated message. \*\*\*