



DIOCESE OF SPRINGFIELD IN ILLINOIS

OFFICE FOR HUMAN RESOURCES

Frequently Asked Questions Sexual Harassment Prevention Training

What is this training?

In 2020, the State of Illinois required all employers in Illinois to complete an annual sexual harassment prevention training for all of their staff. Beginning July 1, 2022, the Diocese began utilizing CMG to complete this annual requirement. CMG houses all of the information pertaining to training compliance for both Safe Environment and the Annual Sexual Harassment Prevention training.

Who has to complete this training?

All paid staff members, including pastors, must complete this training annually.

How will employees be notified about this training?

Once completing the initial training, each employee will receive a reminder email on January 1st and August 1st of each year.

How does an employee complete this training?

Please see the flyers under *Important Documents* at dio.org/hr

Flyer 1: 2.0 Safe Environment End-User Flyer SH Training- Former User – to be given to those who are already in the CMG system (have taken previous trainings, either sexual harassment or safe environment)

Flyer 2: 2.0 Safe Environment End-User Flyer SH Training- New User – to be given to those who ARE NOT already in the CMG system (have COMPLETED NO previous trainings, either sexual harassment or safe environment)

Which training should my employee take?

The employee should complete the training that is labeled for the appropriate year. The training resets every July 1st. If the employee were to take the training today (August 1, 2023), they should complete the training labeled

“Sexual Harassment and the Church – The Diocese of Springfield in Illinois (July 2023-June 2024)”

How does the school/parish check to see which employees have completed this training?

Please see the Sexual Harassment Training Instructions for Coordinators guide located at www.dio.org/hr under the Important Documents tab. It includes instructions on how to view a report to see which employees have completed this training. The administrator can review the reports for a previous year and current year’s training.

How do I know they have completed the training for this year?

The report as described above gives a date of completion. Also, the trainings are labeled per the year they are to be completed.



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How do I know if an employee completed a training from last year?

Both on the employee's dashboard and in the reporting, you will be able to see the previous year's training as well as the current year.

Do I need to print a training certificate for the employee file?

No. You can access the training records in CMG at any time, and do not need to have a physical copy in the employee file.

Who do I contact with more questions?

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