

UC Abusive Conduct in the Workplace Training Quick Reference for Managers

Know:

- A new UC Presidential policy, [Abusive Conduct in the Workplace](#), was issued effective January 1, 2023. ([UCSF Implementing Procedures](#))
- A [new one-time mandatory training](#) - **UC Abusive Conduct in the Workplace** is one component of the implementation. The training is being assigned to all employees – UCSF Health and UCSF Campus faculty, staff and students/trainees who are also employees.
 - This 20-minute course is assigned in the UC Learning Center. Employees who are required to take this training will receive an email from the UC Learning Center.
 - The week of April 14, all employees will receive an automated request to complete this required training.
 - Once assigned, current employees have approximately 60 days to complete the training.
- The UC Learning Center will send automated messages to employees for the initial training assignment, a reminder message, and then an “overdue” message if not completed by the deadline.
- This course provides an overview of the University of California policy on Abusive Conduct in the Workplace and covers the requirements of the policy. Topics include:
 - Overview (What is Abusive Conduct?)
 - Prevention (Who is covered? What are your protections?)
 - Procedures (What happens when there is abuse?)
 - Resources (Access location-specific information).

Share: Why this training matters

- Abusive conduct compromises the vital mission of the University to educate students and serve the residents of California by interfering with an individual's participation in or benefit from instructional, research, employment, or other programs sponsored by the University. Abusive conduct also undermines the University's ability to achieve inclusive excellence. It is important that all members of the University community understand the risk that abusive conduct poses to the University's ability to thrive as an institution.
- Employees are responsible for taking all mandatory trainings to protect them, the University and our mission. Mandatory training is a priority for the UC Office of the President and compliance is reviewed regularly by the UC Board of Regents.

Do: Manager's Role

- Talk with your direct reports/teams about the importance of completing this one-time mandatory training by end of the current fiscal year (June 2025).
- Set calendar reminders for a regular cadence (ex: quarterly) to review your team's mandatory training/status completion in HR Umbrella.
- Share additional messaging with your staff as needed using the manager template message and customize as needed to remind overdue employees about their responsibility to remain compliant with training.
- Reserve time for training/help employees reprioritize to carve out dedicated time to complete their training.
- Make training and development a regular part of check-ins/conversations with your direct reports.