

**From:** [Instructional Staff Human Resources](#)  
**Subject:** CUNY Training Mandate: Employee Sexual and Interpersonal Violence Prevention and Response Course (E-SPARC)  
**Date:** Friday, May 3, 2019 1:29:38 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)

---

Office of Human Resources

365 Fifth Avenue  
New York, NY 10016-  
4309  
212.817.7700  
212.817.1639 fax  
[hr@gc.cuny.edu](mailto:hr@gc.cuny.edu)  
[www.gc.cuny.edu](http://www.gc.cuny.edu)

All Employees,

Please be informed that CUNY has recently implemented the Employee Sexual and Interpersonal Violence Prevention and Response Course (E-SPARC). A completion of E-SPARC is mandatory.

All tax-levy employees (full/part timers) who are active in CUNY first will be able to access E-SPARC. All CUNY tax-levy employees must complete E-SPARC by October 9, 2019.

The following links will assist you with the E-SPARC process:

- [E-SPARC is available on Blackboard](#)
- [Log-in instructions to Blackboard](#)
- [Instructions to disable pop-up-blocker](#)
- [E-SPARC FAQ](#)

Per CUNY Central, a timely completion of E-SPARC is mandatory. The Graduate Center's Office of Human Resources (OHR) will monitor and directly follow-up (e.g., reminders) with staff and faculty periodically to ensure a timely completion of E-SPARC.

Employees who have recently completed Title IX training will be excused from E-SPARC, contingent on proof of completion.

Any inquiries on this matter should be directed to GC's OHR at [hr@gc.cuny.edu](mailto:hr@gc.cuny.edu).

Thank you in advance for your attention and cooperation with this extremely important matter.

---

## EMPLOYEE SEXUAL MISCONDUCT PREVENTION AND RESPONSE

### COURSE FAQs

1. Do all CUNY employees need to receive sexual harassment prevention training regardless of their title?
  - All CUNY employees must receive E-SPARC training regardless of their title by October 9, 2019 except the exclusion groups noted below:
    - Work Study (WSF, WSP)
    - Research Foundation (RF)
    - Employees with Action Reasons (leave of absence codes) :
      - Action PLA – Paid Leave of Absence with reason code PSB and description Paid Sabbatical Leave
      - Action LWB - Unpaid Leave with Benefits with reason code SLC and description Sick Leave of Absence (SLOAC)
      - Reason code SLA Sick leave of Absence
2. How about employees who are affiliated with more than one CUNY college?
  - Employees will be registered for E-SPARC under their primary campus organization only. For instance, adjuncts who teach at multiple campuses will appear on only one campus and they only need to take the E-SPARC training once.
3. What about employees who do not have CUNY email or computer access?
  - For the employees who do not have access to a CUNY email account or a computer, an in-person training should be conducted.
4. How should you keep track of the employees who take the in-person training?
  - You should have a sign-in sheet for in-person trainings and keep the sign in sheets in your records. As a leader, you can do overrides for the employees who took in-person E-SPARC training. For all overrides for in-person training, please note the training date in the Blackboard notes and attach a copy of the sign in sheet.
5. What about the non-tax levy employees? Do they need to receive E-SPARC training?
  - Yes, all Research Foundation (RF) employees need to receive E-SPARC training. In addition, RF will provide their own sexual harassment prevention training to Research Foundation employees.

We will be sending out further instructions about the training of RF employees who are not in CUNYfirst as well as training of the employees of auxiliary corporations and other related entities.

6. Who has leader access to E-SPARC?

- Human Resources Directors and their designated staff members have been provided leader access in Blackboard to their campus specific E-SPARC training. Leaders have full access to manage the course, update campus contact information and do overrides by following the override instructions. If you would like additional staff members on your campus to have leader access, you may give them leader access through Blackboard.

7. Who has participant access to E-SPARC?

- All CUNY employees are pre-enrolled as E-SPARC participants. As participants, they can access to the course content, see their progress report and print their completion certificate.

8. How can I see E-SPARC completion metrics for my college?

- The E-SPARC training completion metrics for each campus will be downloaded monthly into a campus Tumbleweed account under Workplace Violence Prevention folder and the names of the reports will have “E-SPARC” notation in their name.

If you do not have a Tumbleweed account or need access to the Workplace Violence Prevention folder in Tumbleweed, please send an email to [Service.Desk@cuny.edu](mailto:Service.Desk@cuny.edu) to request a Tumbleweed account and/or access to Workplace Violence Prevention folder in Tumbleweed.

9. How will new employees receive E-SPARC training?

- New employee information will be transferred from CUNYfirst on a regular basis and entered into Blackboard. When employees access Blackboard, the E-SPARC organization will appear in their organization list.

10. Will the employees receive automatic reminders from Blackboard to take the E-SPARC training?

- No, you will need to send regular reminders to the staff who have not taken the E-SPARC training. You can use the monthly reports on Tumbleweed under Workplace Violence Prevention folder to reach out to the employees who have not completed their training.

11. What can we do about the employees do not take the training or refuse to take the training?

- The college should take steps to provide the employees with reminders and warnings

that failure to take the required training may result in a letter of guidance, formal reprimand, or other appropriate sanction. Additional guidance will be forthcoming.

12. Can I or my staff receive E-SPARC leader training?

- We encourage the campuses to designate appropriate employees as E-SPARC leaders and CUNY has been providing those individuals with E-SPARC Leader training. The training consists of an overview of E-SPARC curriculum and how to facilitate its usage via Blackboard. Presentation of this training is attached to this email correspondence.