

University of Akron
Wayne College
Office of Academic Affairs
MEMORANDUM

TO: All Wayne College Employees

FROM: Dr. Paulette Popovich
Associate Dean of Instruction

DATE: August 4, 2006

SUBJECT: SEXUAL HARASSMENT AND OTHER FORMS OF DISCRIMINATION
TRAINING ON AUGUST 19, 2006

The Sexual Harassment and Other Forms of Discrimination Training Sessions are mandatory for **ALL UNIVERSITY EMPLOYEES** - full-time and part-time faculty, contract professionals, full-time and part-time staff, and graduate assistants.

Wayne College has a responsibility that all of its employees obtain this training, thus this training may be used as a condition of retaining employment. Please note that training from other universities or places of business may NOT be substituted for University of Akron EEO training. This is a one-time mandatory training. If you attended a prior session by the University of Akron you will not be required to attend another session.

To provide a convenient way for the Wayne College community to access this training, a session has been arranged to take place here on our campus. The date of the training is Saturday, August 19th from 12:00 p.m. – 1:00 p.m. Space is limited, so please sign up in the mailroom to be registered for the session. If you prefer to attend a session on the Akron campus, you can register by calling Department of Human Resources - Training and Development at Ext. 7783 or register online at <http://www.uakron.edu/seminars/>.

If you do not come to our Wayne College Campus for the August 19th training and choose to go to the Akron campus, please send or bring us the graduation certificate from your training session and we will put a copy in your personnel file.