

*From the Desk of ..... Michele Natali, Ed.D.*

*Executive Director Human Resources*

To: All LBCSD Employees  
Re: Mandatory Annual Training (GCN) & Staff Handbook  
Date: 11/4/16

This school year we offered “live” GCN training at various faculty and department meetings. Those employees who were not available for the training will take the computer modules to meet the mandate (see box below). Verification of attendance will be through MLP for the live trainings.

**MANDATORY TRAINING FOR ALL EMPLOYEES:**

- Sexual Harassment
  - Dignity For All Students Act
  - Bloodborne Pathogens
  - Hazard Communications/Right-to-Know
  - STAFF HANDBOOK\* (Access through GCN and then check box that you have read it.)
- \* Staff Handbooks are updated annually with new editions posted each year for every Long Beach Public Schools employee. All employees are responsible for reading and confirming that they have familiarized themselves with the material in the handbook each school year. **I have highlighted sections that are new.** The table of contents has embedded links that you can click to bring you to that section.

The Staff Handbook is also available for your reference all year on the district website under: [www.lbeach.org](http://www.lbeach.org) →Departments→Human Resources→Staff Handbook.

GCN Training Modules

[www.lbeach.org](http://www.lbeach.org) → Departments → Office of Human Resources → GCN → Login to View Training

**District / Organization ID# : 37455.**

**Personal ID: Your lbeach.org email address.** *(If you are unsure of your email address, please contact the Office of Technology via the Helpdesk portal available on all District computers, or call them at 516-897-2129.)*

**DUE DATE: December 15, 2016**

**PLEASE DO NOT PRINT COMPLETION CERTIFICATES FOR HUMAN RESOURCES.  
WE MONITOR COMPLIANCE ELECTRONICALLY. THANK YOU.**

If you have any questions or concerns, please contact your building principal/program director or the Office of Human Resources at 516-897-2112.