



A
16-070
04/29/16

Preventing Workplace Harassment Training

Effective immediately, all sworn members shall complete the City's online "Preventing Workplace Harassment" training. While this training was developed for supervisors and managers, it provides information that is relevant to all members. Completing the training will help identify and avoid conduct that could constitute discrimination, harassment, and retaliation under federal, state and local law. The training provides information on employees' and supervisors' rights and responsibilities with regard to equal employment opportunity, and provides important information on City policy regarding the treatment of co-workers and the public.

All sworn members who have not yet taken the 2015 training shall complete it **no later than May 15, 2016**. Members can access the training using the follow link:

<https://slate.workplaceanswers.com/ccsf/>

Accessing and Completing the Training


Members should allocate between 2 and 2.5 hours to complete the training. The training can be completed at your own pace, which means you can stop and then resume where you left off at any time. However, if you proceed too quickly and do not meet the 2-hour time requirement, you will not receive the Certificate of Completion and will need to review the course information until you meet the 2-hour requirement.

To log into the training course, you will need your Disaster Service Worker (DSW) number.

Attached are login instructions (Attachment A).

Completed Certificates shall be forwarded to the Academy for inclusion in each member's training record.

Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.


GREGORY P. SUHR
Chief of Police

ACCESSING THE 2015 PREVENTING WORKPLACE HARASSMENT – CCSF CA TRAINING

STEP 1: LOGGING IN TO THE TRAINING COURSE

To access the login screen, click on the link below or open your internet browser and copy the link into the browser's address field.

- Make sure an updated Adobe Flash Player is installed.
- If using Internet Explorer, make sure it is at least version 11.
- If you encounter problems using a browser, i.e., Internet Explorer, please try Chrome or Firefox.

<https://slate.workplaceanswers.com/ccsf/>

You will see the following "Employee Login" screen:

**If you have a 5 digit
DSW #, you must
add 0 (zero) before
the # to access the
training**

Employee Login

Last Name:

DSW Number: (6-digit)

Submit

Enter your DSW Number which is on the back of your City issued identification badge. If you have a 5 digit number, add a 0 (zero) before the number. [CLICK HERE](#) for example.

If you do not know your DSW Number, contact your Human Resources Dept.

If your last name includes a special character such as an apostrophe, dash or period (i.e., O'Conner), Emsh-Alien, Smith 3rd), enter your name with the special character as it appears on your stub/id.

If you still cannot log in, [CLICK HERE](#). [CLICK HERE](#)

If you are not a City employee (i.e., museum foundation employee) but are required to take the training, [CLICK HERE](#)

If you continue to have login problems, please call Svetlana Velaberg at (415) 551-8926 or Janis White at (415) 551-8933 in the DHR EEO Division.

Verify login information.

Employee Login

Are you:

Last Name:

DSW Number:

NO YES

Verify information

STEP 2: ACCESSING THE 2015 PREVENTING WORKPLACE HARASSMENT COURSE

Select the course.

Active Training Courses	Last Accessed	Percent Complete
2015 Preventing Workplace Harassment - CCSF CA Supervisors		

Certificate of Completion

After completing the course, you will be prompted to "Retrieve Certificate of Completion" and to print the certificate. Give the certificate to your Department Human Resources staff for placement in your personnel file.

Assistance

If you encounter problems with the course, please email dhreogobox@sfgov.org, or call Heather Landis at (415) 551-8933 in the DHR EEO Division.