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17-238
12/04/17

DHR 2017 Preventing Workplace Harassment Training

California Government Code §12950.1 requires employers with 50 or more employees to provide harassment prevention training to supervisors that lasts at least 2 hours. This year is a “compliance year”. All sworn (sergeants and above) and civilian supervisors shall complete the training by December 31, 2017. Members can access the training using the following link.

[Preventing Workplace Harassment Training](#)

Members should allocate between 2 and 2.5 hours to complete the training and no overtime is authorized. To log into the training course, you will need your Disaster Service Worker (DSW) number.

Attached are login instructions (Attachment A).

Upon completion of the e-learning course, you will be prompted to “Receive Certificate of Completion” and print the certificate. Completion certificates shall be forwarded to your Training Coordinator for entry into HRMS. Training Coordinators shall enroll each member into SF077B, Preventing Workplace Harassment Training and then check the member off as “Completed”. A copy of the certificate shall be forwarded to the Academy for entry into your training record and the Staff Services Division for entry into your personnel file. Members may contact Ben Houston, HR Manager, at (415) 837-7390 for any questions regarding the training.

A handwritten signature in blue ink, which appears to read 'William Scott', is positioned above the printed name.

WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.

ACCESSING THE 2017 PREVENTING WORKPLACE HARASSMENT – SAN FRANCISCO SUPERVISORS TRAINING

STEP 1: LOGGING IN TO THE TRAINING COURSE

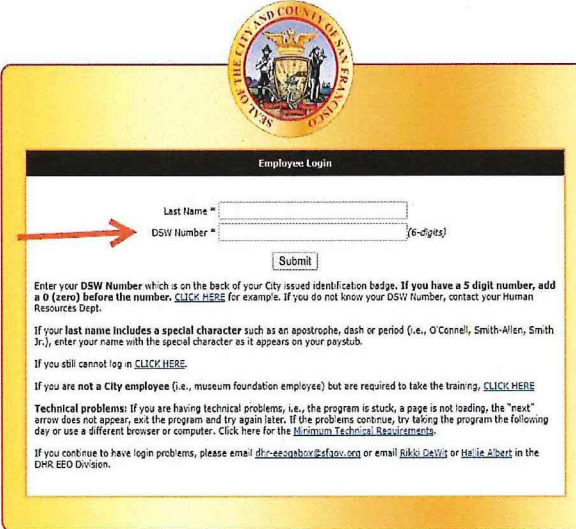
To access the login screen, click on the link below or open your internet browser and copy the link into the browser's address field.

- 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 your DSW# to access the training



Employee Login

Last Name *

DSW Number * (6-digits)

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'Connell, Smith-Allen, Smith Jr.), enter your name with the special character as it appears on your paystub.


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

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

Technical problems: If you are having technical problems, i.e., the program is stuck, a page is not loading, the "next" arrow does not appear, exit the program and try again later. If the problems continue, try taking the program the following day or use a different browser or computer. Click here for the [Minimum Technical Requirements](#).

If you continue to have login problems, please email dhr-eeoqabov@sfgov.org or email [Rikki DeVita](#) or [Heide Albert](#) in the DHR EEO Division.

Verify login information.



Employee Login


Are you:

Last Name:

DSW Number:

STEP 2: ACCESSING THE 2017 PREVENTING WORKPLACE HARASSMENT COURSE

Select the course.



Active Training Courses	Last Accessed	Percent Complete
Uncompleted Courses		
2017 Preventing Workplace Harassment - San Francisco 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 dhr-eeoqabov@sfgov.org, or call Rikki De Wit at (415) 557-4848 or Kimberly Love at (415) 557-4958 in the DHR EEO Division.