



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR
Phone: 225-342-8274
Fax: 225-342-8058
TDD: 800-846-5277
Toll Free: 866-783-5462

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DATE: June 25, 2012

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Online Sexual Harassment Course for State Employees

In the recently ended legislative sessions, the Louisiana Senate resolved that state agencies should provide one hour of sexual harassment training to each public employee on an annual basis. The SCR 107 resolution is available for review at this link: <http://www.legis.state.la.us/billdata/streamdocument.asp?did=800261>.

State Civil Service plans to provide a one-hour sexual harassment e-learning course that may be used by agencies to meet this requirement. According to the resolution, all state employees should complete this training by January 1, 2014. This course will be available to all state employees online via the Comprehensive Public Training Program (CPTP) course catalog in LEO My Training. The target release date for this course is September 2012. CPTP will provide additional information once the course is ready for release. Please note that the sexual harassment course provided by MindLeaders will not meet the resolution's requirements.

Use of the CPTP-provided online course is optional. Your agency may choose to provide agency-specific training developed by agency staff following the guidelines outlined in the resolution. Agencies choosing to provide their own training will be responsible for tracking this training. **CPTP will not be responsible for providing reports for agency-specific training.** The resolution requires all agencies to keep their own training records and report completions on this course if these are requested. If you choose to use the online version of the course Civil Service will be providing, your agency Training Coordinator can run completion reports from

LEO as needed. Agencies have the option to provide their own training to meet this requirement and maintain reporting separately if they choose to do so.

If you have questions about the CPTP provided Sexual Harassment course, please e-mail CPTPLSO.Coordinator@la.gov.

Sincerely,

s/Shannon S. Templet
Director