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DATE: January 8, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2020 Preventing Sexual Harassment Courses

Louisiana State Civil Service is pleased to announce that the 2020 versions of **Preventing Sexual Harassment** and **Preventing Sexual Harassment for Supervisors** courses have been completed and uploaded into LEO. These courses were released on January 1, 2020.

As in previous years, the 2020 **Preventing Sexual Harassment** course is designed to raise awareness regarding the prevention of sexual harassment. The course contains interviews with individuals who are considered field experts on the topic of preventing of sexual harassment. This course offers general knowledge of what could be considered sexual harassment along with practical steps that can be taken to prevent sexual harassment from happening in the workplace. Provided printable resources can be used to assist with increasing awareness and/or responding to potentially sexually harassing situations. This course meets the 1-hour training requirement as outlined Act 270 of the 2018 Regular Session.

Preventing Sexual Harassment for Supervisors is designed to raise the awareness of supervisors regarding the prevention of sexual harassment. The course includes a self-assessment to help supervisors identify potential areas for improvement. The course also presents practical strategies supervisors can use to prevent sexual harassment in our workplace. This course meets the requirements for supervisors to receive additional training beyond the general **Preventing Sexual Harassment** course as required by Act 270 of the 2018 Regular Session.

While the law requires that the general **Preventing Sexual Harassment** course be taken annually by all employees, State Civil Service recommends that the **Preventing Sexual Harassment for Supervisors** course also be taken annually.

What's New?

Both courses have been revised to include a new introduction that informs employees and supervisors regarding Act 413 of the 2019 Louisiana Legislative session, and its provisions regarding reimbursement of costs relating to sexual harassment claims.

Both courses can be found in LEO. The titles are: **CPTP SCS Prevent Sexual Harassment 2020** and **CPTP SCS PSH for Supervisor 2020 WBT**. Once the courses are completed, they will show up on training transcripts

as “CPTP SCS Prevent Sexual Harassment 2020” and “SCS Prevent Sexual Harassment Supers 2020 WBT,” respectively.

Finally, SCS has created a new email address for all inquiries, questions and comments regarding any of the Preventing Sexual Harassment courses. The new email address, PSH-SCS@la.gov, should be used to request download links, report course issues (including non-receipt of course credit), and for any other correspondence regarding the Preventing Sexual Harassment courses.

Please distribute this general circular to all employees in your agency. Should you have any questions, please contact your general counsel.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director