



## Employee Online Training Requirements for 2024

(Updated January 2024)

The following is a list of 2024 online training requirements for all City employees. Employees will be automatically enrolled into most of these courses in SF Learning, and should complete the trainings **by December 31<sup>st</sup>**, or earlier if specified below. Please note that the *Supervisor Duties- Whistleblower Protections* training has an earlier deadline of April 30<sup>th</sup>.

These trainings are available at no cost to employees. Approximate training times are included in the list of courses. As City training requirements evolve over the course of the year, DHR will periodically update this document. To access the trainings, employees should log into their Employee Portal and launch courses from their My Learning list.

Employees who did not complete required trainings in 2023 will find those courses listed in their My Learning list, and must complete their 2023 trainings as soon as possible, in addition to the 2024 courses listed below.

### **2024 Training Requirements for All City Employees:**

- **2024 Whistleblower Program Training** (5 minutes)- required every calendar year for all City employees; employees will be auto-enrolled in January 2024.
- **Cybersecurity Training** (up to 60 minutes)- required every fiscal year for all City employees; employees were auto-enrolled in July 2023 and have until June 30 2024, to complete this training; includes additional Cybersecurity modules required for supervisory designations and IT classifications.
- **Equitable, Fair, and Respectful Workplace** (35 minutes)- required every calendar year for all City employees; employees will be auto-enrolled in January 2024.

### **2024 Training Requirements for Non-Supervisory Classifications:**

- **Bystander Training** (11 minutes)- required every calendar year for all non-supervisory classifications; employees will be auto-enrolled in January 2024.
- **Gender Inclusion Training** (previously Transgender 101 Training, 30 minutes) – required every other calendar year for all non-supervisory classifications. Employees will be auto enrolled in January 2024.



### **2024 Training Requirements for Supervisors, Managers, and Leads\*:**

*\*this includes all classifications with supervisory designations, including employees who have direct reports and employees whose job descriptions indicate they have the potential to supervise others even if they do not currently do so.*

- **Supervisor Duties - Whistleblower Protections 2024** (6 minutes)- required every year for all supervisory classifications. Employees will be auto enrolled in January 2024 and must complete this course by April 30<sup>th</sup> annually.
- **Harassment Prevention Training for Supervisors, Managers and Leads** (Training series consisting of 4 modules totaling 2 hours of training) – required every other calendar year for all Supervisory classifications. Employees will be auto enrolled in January 2024.

### **2024 Training Requirements for Commissioners:**

- **Introduction to Implicit Bias Online Module 2024** (26 minutes) – required within 60 days of assuming office and every 5 years.
- **Harassment Prevention Training for Supervisors, Managers and Leads** (Training series consisting of 4 modules totaling 2 hours of training) – required every other calendar year. Commissioners will be auto enrolled in January 2024.
- **Equitable, Fair, and Respectful Workplace** (35 minutes)- required every calendar year; Commissioners will be auto-enrolled in January 2024.

### **Other Training Requirements:**

- **Core Interactive Ethics and Sunshine Training** (60 minutes)- required every other calendar year for all Deputy Directors and employees who have responsibilities for contracting and/or purchasing; employees must self-enroll in this course in SF Learning
- **Fairness in Hiring** (21 minutes)- required for all hiring personnel and interview panelists annually; employees must self-enroll in this course in SF Learning. For external panelists, request a training link from [wd.dhr@sfgov.org](mailto:wd.dhr@sfgov.org)

To view a comprehensive list of eLearning modules developed by the DHR Instructional Design Team, or to find instructions on how to access trainings in SF Learning, visit [sfdhr.org/workplace-online-training](https://www.sfdhr.org/workplace-online-training).

Contact [dhr.ids@sfgov.org](mailto:dhr.ids@sfgov.org) for more information about these online training requirements.