



Employee Online Training Requirements for 2022

(Updated July 2022)

The following is a list of 2022 online training requirements for all City employees. Employees will be auto-enrolled into most of these courses in SF Learning, and should complete the trainings **by December 31st**, or by the date specified below. Please note that the *Supervisor Duties: Whistleblower Protections* training has an earlier deadline of April 30th.

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 2021 will find those courses listed in their My Learning list, and must complete their 2021 trainings as soon as possible, in addition to the 2022 courses listed below.

2022 Training Requirements for All City Employees:

- **Whistleblower Program Training** (5 minutes)- required annually for all City employees; employees will be auto-enrolled in February 2022
- **Cybersecurity Training 22-23** (up to 60 minutes)- required annually for all City employees; employees will be auto-enrolled into the new training in July 2022 and must complete the training no later than June 2023; additional Cybersecurity training modules required for supervisory designations and IT classifications

2022 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*

- **Harassment Prevention Training for Managers, Supervisors, and Leads** (*Training series consisting of 4 modules totaling 2 hours of training*) – all classifications with supervisory designations will be auto-enrolled in this new course in May, 2022
- **Supervisor Duties: Whistleblower Protections Training** (6 minutes)- all supervisory classifications will be auto-enrolled in February 2022 and must complete this course by April 30th annually

2022 Training Requirements for Non-Supervisory Classifications:

- **Bystander Training** (11 minutes)- required this year for all non-supervisory classifications; employees will be auto-enrolled in May, 2022

Other Training Requirements:

- **Core Interactive Ethics and Sunshine Training** (60 minutes)- required every other 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

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.

Contact dhr.ids@sfgov.org for more information about these online training requirements.