ACCESSING THE 2020 PREVENTING WORKPLACE HARASSMENT – SAN FRANCISCO SUPERVISORS TRAINING

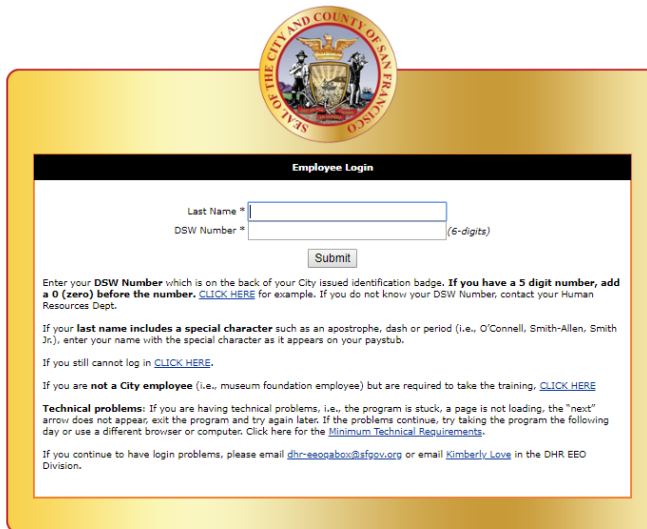## STEP 1: LOGGING IN TO THE TRAINING COURSE

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.
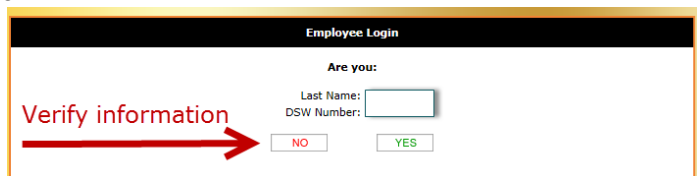- If you encounter problems try using a browser, i.e., if using Chrome try Firefox or Edge.

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

Verify login information.

Verify information

STEP 2: ACCESSING THE 2020 PREVENTING WORKPLACE HARASSMENT COURSE

Select the course by clicking on the "2020 Preventing Workplace Harassment – San Francisco Supervisors" link.

Certificate of Completion
After completing the course, you will be prompted to "Retrieve Certificate of Completion" and to print the certificate. You may retain the certificate for your file. PeopleSoft will record your completion of the course.

Assistance
If you encounter problems with the course, please email dhr-eeoqabox@sfgov.org, or call Alison Kwan at (415) 557-4889 or Kimberly Love at (415) 557-4958 in the DHR EEO Division.

2020 PREVENTING WORKPLACE HARASSMENT
FREQUENTLY ASKED QUESTIONS

Who is considered a "supervisor"?
- For purposes of the training, a "supervisor" is defined as any individual, having the authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action, if, in connection with the foregoing, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

What if supervisors do not know their Disaster Service Worker (DSW) numbers?
- DSW numbers are located on the back of the City-issued identification card. Supervisors should contact their Department Personnel Officer, HR Staff, Client Services Representative, or Department Coordinator to look up the number.

What if a supervisor finishes the training before the 2-hour time requirement?
- Supervisors must spend a minimum of 2 hours taking the training, as required by state law. Additional content has been added to the training for those who finish in less than 2 hours. Time spent reviewing additional content counts toward the 2-hour time requirement.

What if a supervisor is not able to complete the course at one time?
- Supervisors are encouraged to take the course straight through. If necessary, however, supervisors can exit the course by clicking on the "X" button at the top right corner of the screen. Their place will be saved.

How does the supervisor get a Certificate of Completion?
- After completing the course, supervisors are prompted to "Retrieve the Certificate of Completion" and to print it.

What if the supervisor has a specific question regarding the content of the course?
- Supervisors may anonymously submit questions online to DHR's Equal Employment Opportunity (EEO) Division. To submit a question, click on "Q&A Board" at the top of the course to access the "Community Discussion Forum." You will see the following:

How does the Department know if a supervisor has completed the course?
- Departments can run PeopleSoft queries to determine who has completed the course.

Can the supervisor take the training at home?
- The course is available through the internet. It is up to the Departments to decide if supervisors are allowed to take the course at home. Be aware of issues such as allowing paid time to complete the training and/or the authorization of overtime compensation.

What if the supervisor does not have a computer?
- Each Department must provide supervisors access to computers to complete the training.

Who can the supervisor contact with questions or help with problems with the training program?
- Please email dhr-eeoqabox@sfgov.org, or call Alison Kwan at (415) 557-4889 or Kimberly Love at (415) 557-4958 in the DHR EEO Division.

2020 PREVENTING WORKPLACE HARASSMENT
TECHNICAL REQUIREMENTS AND TROUBLESHOOTING

Here are the technical requirements for the EVERFI **2020 Preventing Workplace Harassment – San Francisco Supervisors Training** website.

- EVERFI supports the most current version of Internet Explorer, Chrome, Firefox, and Safari
- Set your browser zoom to 100% (Ctrl + 0 will reset it)
- Update your Flash Player for flash enabled courses (https://helpx.adobe.com/flash-player.html)
- All browsers must have session cookies and be SSL enabled
- Broadband or high speed internet required

A full list of technical requirements can be found on EVERFI's website at https://everfi.com/minimum-system-requirements/

HELPFUL HINTS

- Make sure Adobe Flash Player is installed on the computer.
- If the program is stuck, a page is not loading, or the "next" arrow does not appear, exit the program and try again. If the problems continue, try taking the program using a different browser (such as Chrome or Firefox) or computer.
- If you have trouble logging in with your DSW number, make sure you are entering your last name as it appears on your City ID badge, including any suffixes, such as "Jr" or "III."
- If you reached the end of the training but did not receive your Certificate of Completion, you likely have not spent the minimum two hours on the training. Please note that the clock will stop if you open another browser or work on another document while the training is in process.