

Respectful Workplace Training

Frequently Asked Questions (FAQ)

Updated: November 7, 2019

GENERAL QUESTIONS

Who is required to attend Respectful Workplace training?

Per DHR Policy Section 9: Respectful Workplace, all State of Idaho employees are required to attend in-person training regarding discrimination and harassment avoidance within 30-days of initial hire, online annually thereafter and in-person again every three years from their hire date. For example, if an employee is hired on January 1, 2020, then the employee would complete in-person training within 30-days of this date; attend online training January 2021 and January 2022, and then in-person again in January 2023. This 3-year cycle would continue thereafter through their employment with the state.

What options are available for attendance?

The expectation is that all employees attend the Respectful Workplace training in-person within 30-days of hire, online annually thereafter and in-person again every three years from their original hire date.

What if I am unable to attend an in-person training session?

You must obtain your supervisor's approval to attend either via livestream or the online course in lieu of the in-person training. Upon completion, you must submit the Respectful Workplace acknowledgement form located on DHR's website to idhr@dhr.idaho.gov within 24-hours of attendance and to your agency Human Resources contact.

REGISTRATION AND ATTENDANCE

How do I register for the in-person Respectful Workplace Training?

To enroll in the in-person Respectful Workplace sessions, employees need to visit www.dhr.idaho.gov and click on Training > Training Hosted by DHR > Respectful Workplace > Click on date to schedule.

How do I cancel/reschedule my enrollment?

Send an email to idhr@dhr.idaho.gov with your scheduled enrollment date to cancel/reschedule.

What do I need to bring with me to training?

Please visit www.dhr.idaho.gov and click on Training > Training Hosted by DHR > Respectful Workplace to print the PowerPoint presentation. Copies will not be provided during training.

How do I access the online course?

Please email idhr@dhr.idaho.gov to obtain access to the course. If you are taking the online course in lieu of the in-person training, you must also provide your supervisor's written approval to attend in lieu of the in-person training.

How do I access the live-stream of the Respectful Workplace training?

For the in-person sessions that have a live-stream option, you may access the training by visiting: <http://idahoptv.org/INSESSION/>

How will I know if an in-person training has a live-stream option?

DHR will include details on our website under Training > Training Hosted by DHR > Respectful Workplace on whether a training session has a live-stream option available.

How frequently will the in-person training be offered?

DHR will conduct in-person training on a monthly basis in the Treasure Valley. We will also conduct several sessions in the north and east hubs and will post location and dates on our website.

AGENCY HUMAN RESOURCES QUESTIONS

How do I track employee attendance of Respectful Workplace training?

DHR will maintain a roster of employees who attend the in-person and online Respectful Workplace sessions and e-mail that out to agency human resources contacts after the date of the scheduled training. Agencies are responsible to ensure maintenance of records and employee attendance within required timeframes.

Can I reserve specific training for my agency?

Yes, please e-mail idhr@dhr.idaho.gov with several date and time options (the training is 2 hours).

What if my agency provides their own Respectful Workplace training?

Please contact your [DHR representative](#) to schedule a time to review the training; in preparation of this review, please ensure that it follows the EEOC guidance on "Promising Practices for Preventing Harassment" available at: <https://www.eeoc.gov/eeoc/publications/promising-practices.cfm>

Is there a train-the-trainer option available for my HR department?

DHR is in the process of developing a train-the-trainer option; however, we do not anticipate that this will be available until the end of 2020.

OTHER QUESTIONS

Please email idhr@dhr.idaho.gov with any other questions.