

## Respectful Workplace Training

Frequently Asked Questions (FAQ)

Updated: January 3, 2020

### 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 via livestream in lieu of the in-person training. Upon completion, you must submit the Respectful Workplace acknowledgement form located on DHR's website to [cybertraining@dhr.idaho.gov](mailto:cybertraining@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](http://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 [cybertraining@dhr.idaho.gov](mailto:cybertraining@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](http://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?**

Your agency must request this on your behalf. Your agency contact should email your agency's assigned DHR consultant with the request and evidence of prior training attendance.

**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 [jdhr@dhr.idaho.gov](mailto:jdhr@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: [www.eeoc.gov/publications/promising-practices.cfm](http://www.eeoc.gov/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.