



State of Idaho
DIVISION OF HUMAN RESOURCES
Executive Office of the Governor

BRAD LITTLE
Governor
SUSAN E. BUXTON
Administrator

Idaho Personnel Commission
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November 7, 2019

MEMORANDUM

TO: Directors, Agency Heads and Human Resource Staff

FROM: Susan E. Buxton
Administrator
Division of Human Resources

SUBJECT: Respectful Workplace Policy and Training Expectations

The Idaho Division of Human Resources (DHR) is pleased to announce that Governor Little has authorized DHR's continued efforts to educate state employees regarding Respectful Workplace expectations.

In support of providing employees with the necessary information to create and maintain a Respectful Workplace, DHR has published a Respectful Workplace policy, which can be found at: www.dhr.idaho.gov > Statutes, Rules & Policies > Policies > Respectful Workplace.

Per the Respectful Workplace policy, agencies are expected to provide employees with in-person Respectful Workplace training within 30-days of hire, online annually thereafter and in-person every three years from their hire date.

In order to support agencies in fulfilling this expectation, DHR has scheduled in-person training opportunities for the 2019 calendar year, which can be found by visiting www.dhr.idaho.gov > Training > Training Hosted by DHR > Respectful Workplace.

In addition, DHR is available to present agency-specific training as requested. To schedule, please e-mail dhr@dhr.idaho.gov.

For questions related to DHR's Respectful Workplace policy and/or training, please visit www.dhr.idaho.gov > Training > Training Hosted by DHR > Respectful Workplace or contact us directly.