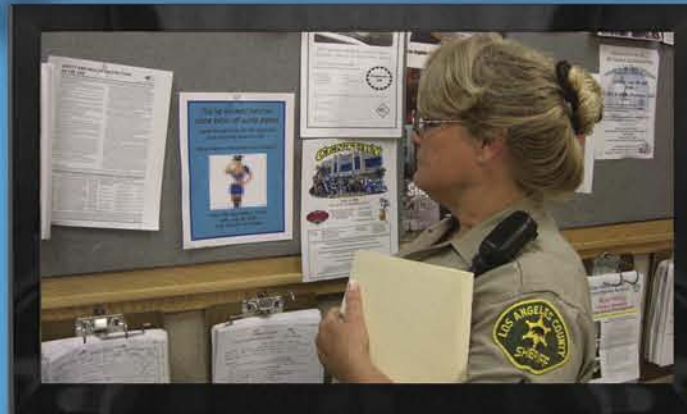


Bureau of Labor Relations and Compliance Supervisor On-Line Training

Policy of Equality E-Mail Violations

YEAR IN REVIEW 2008

EXECUTIVE OFFICES



In response to an increasing trend of Policy of Equality (POE) violations involving the use of the Department's computer systems, Equity Commander Lynda Castro directed efforts to develop and implement an on-line training video that is mandatory viewing for all supervisors and managers. The training video discusses inappropriate electronic communications that violate the Policy of Equality and reinforces supervisors' and managers' **affirmative duty** to report POE e-mail violations. Video viewing is accessible via the Department's Intranet.

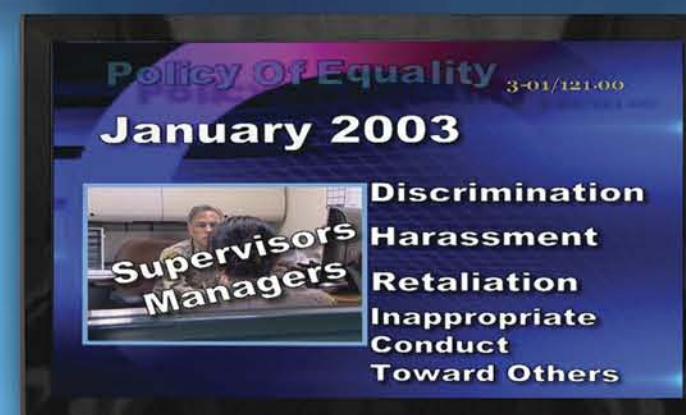
Department members are informed of the mandated on-line training video through global e-mail announcements.

At the conclusion of the nine minute video, supervisors are prompted to read an advisement page that identifies their specific duties and responsibilities within the Policy of Equality. All supervisors must acknowledge



their understanding of this policy by "clicking" on an agreement tab displayed on their computer screen.

Viewer participation is automatically captured and stored in the Department's Equity Training Database, and an electronic receipt is delivered to individual e-mail accounts indicating successful completion of the training. The database can readily produce reports listing those supervisors who have successfully completed the training as well as those supervisors who are delinquent. It is anticipated that this innovative method of capturing and documenting training on-line will be replicated for other Department training.



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