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**DATE:** August 21, 2012  
**TO:** Heads of State Agencies and Human Resources Directors  
**SUBJECT:** Preventing Sexual Harassment

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State Civil Service is pleased to announce the upcoming release of the new online course **Preventing Sexual Harassment**. This new course meets the requirements set forth in the Senate Concurrent Resolution 107, established in the 2012 regular session. Senate Resolution 107 requires each state agency to offer one hour of education and training on sexual harassment to each public servant of that agency on a yearly basis. The full resolution is available here: <http://www.legis.state.la.us/billdata/streamdocument.asp?did=800261>.

Learning objectives of the one-hour course **Preventing Sexual Harassment** include understanding the definition of Sexual Harassment, identifying and preventing potentially harassing behaviors, and best practices for dealing with sexual harassment. Also included are supervisory best practices for handling sexual harassment complaints. A course exam is provided at the end of the course allowing participants to test their knowledge of Sexual Harassment. A passing score of 70% is required to receive credit for the course.

The online course **Preventing Sexual Harassment** has been created to provide an option for state agencies to fulfill the requirements of Senate Resolution 107. Employees can access this training through the LEO system. Agencies are free to use any method of training they wish to fulfill this resolution; this online course is optional if agencies wish to maintain tracking within the LEO system. Agencies can also choose to develop their own training solutions. **Preventing Sexual Harassment** will be available to all agencies and employees on LEO beginning September 4, 2012.

Questions about this information can be directed to [CPTPLSO.Coordinator@la.gov](mailto:CPTPLSO.Coordinator@la.gov).

Sincerely,

s/Shannon S. Templet  
Director