



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #45/08

July 30, 2008

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Training Representatives

FROM: Todd Rich, Director
Department of Personnel

SUBJECT: ONLINE SEXUAL HARASSMENT PREVENTION – REVISITED
TRAINING

The Department of Personnel Equal Employment Opportunity Office and Office of Employee Development are pleased to announce “*Sexual Harassment Prevention - Revisited (Online Course)*” is now available as an open-enrollment online course for employees who have previously completed *Sexual Harassment Prevention (New Employees)*.

Employees can now complete sexual harassment refresher training 24 hours a day, 7 days a week, 365 days a year from the convenience of a computer on the State of Nevada network, and without having to first enroll through the NEATS system.

Completion of this course meets State requirements for sexual harassment prevention refresher training as specified in NAC 284.496. (For more information please see <http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec496>).

Employees achieving an 80% or higher grade will receive credit for completing the course in their NEATS training transcript. Employees who do not achieve an 80% or higher score are required to enroll and complete the classroom version of the course to receive credit and maintain their sexual harassment prevention training requirements.

As with all Department of Personnel (DOP) courses, students must complete the NEATS course evaluation to receive credit for course completion in NEATS.

HOW TO ENROLL

1. Direct your browser to the DOP home page (<http://www.dop.nv.gov/>).
2. Click on the "*Online Training - State Employees Only*" link; this will direct your browser to the DOP e-Learning home page (<http://kaizen.dop-ad.state.nv.us>).
3. Select the red link titled "***Instructions for Open Enrollment Courses***" on the e-Learning home page; it is located under the *Main Menu* heading on the top-right side of page. ***Please carefully read and follow the instructions.***

If you are unable to complete the course in one session, simply log off and return later to complete it.

If you experience any difficulties or have questions, please email the DOP e-Learning support team at elearn@dop.nv.gov or call any of the team members listed below:

- **Las Vegas** - Naomi Beigel: (702) 486-0988
- **Northern Nevada** - Michelle Simpson: (775) 687-5123 or Gary Lyon: (775) 687-3162

Please distribute this memo to all appropriate employees in your Department/Agency.

Thank you.



Todd Rich, Director
Department of Personnel