

2018 NASPE AWARD

Eva N. Santos Communication Awards

Nominations from dues-paying states are considered for eligibility. Nominated leaders and programs should have a positive effect on the administration of state human resource programs. A state's central human resource department or line agency human resource operations may administer nominated programs.

Programs and projects must have been operational for at least six months and must be transferable to other states. Selection criteria are based on the questions asked on the award application. Included in this packet are the specific criteria for each award and their categories. Nominations are encouraged in all areas of human resource management administration.

Additionally, please provide the project initiative in one of the following formats:

- Web link
- Snapshot
- PDF

NOMINATION INFORMATION

Title of Nomination: Preventing Sexual Harassment 2017/2018 Web Training State: Louisiana

Contact Person: Lindsay Ruiz de Chavez

Contact's Title: Public Information Director

Agency: Louisiana State Civil Service

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NOMINATOR INFORMATION

Nominator: Byron P. Decoteau, Jr.

Title: State Civil Service Director

State: Louisiana

Agency: Louisiana State Civil Service

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E-mail: Byron.Decoteau@la.gov

ALL SUBMISSIONS MUST:

Meet all eligibility requirements. • Meet deadline requirements stated on the NASPE website. • Be entered in the correct category and be correctly identified. • Include a complete nomination packet. • Conform to all copyright laws.

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1. Please provide a brief description of the submission.

State Civil Service offers a one-hour online training on preventing sexual harassment in the workplace. The current training consists primarily of videos made to imitate a news room setting that informs viewers of important information covered in most sexual harassment policies while allowing viewers to experience and follow a realistic scenario from start to finish. It also includes printable job aids as additional resources. This course not only meets the state's mandatory training requirement, but does so in a way that captivates the audience.

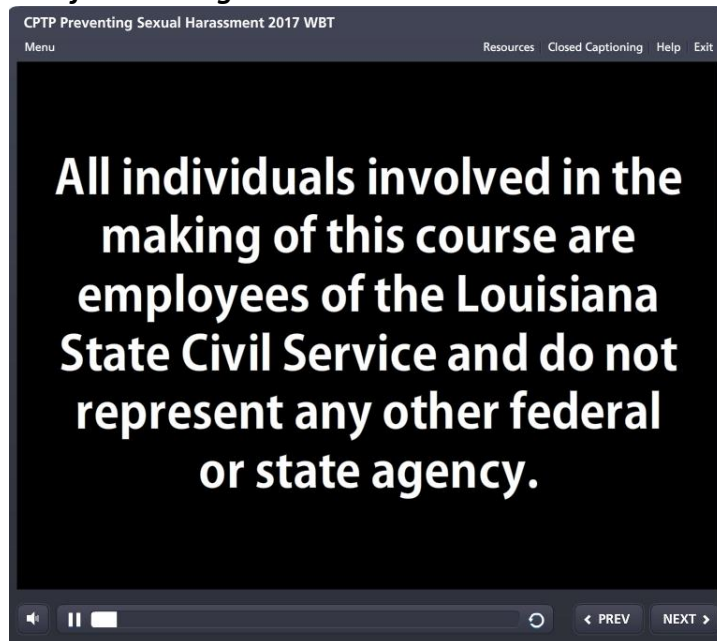
2. How long has the submission been in existence?

State Civil Service creates a new training on preventing sexual harassment every two years – beginning in 2013 – to assist with holding the viewers' attention and reaching the audience on various levels. The current version was originally released January 1, 2017. This version is currently in its second and final year. A new one will be produced for 2019.

3. Why was this submission created?

Louisiana State Civil Service initially began creating a preventing sexual harassment training that would allow SCS employees to meet the required yearly training mandate, as required by Senate Concurrent Resolution No. 107 of the 2012 Regular Session, in 2013. Upon realizing the widespread need for quality training on this topic at little to no cost, Louisiana State Civil Service began offering the course as a courtesy for any state agency at no cost. Due to growing popularity of the training, the course eventually became available to various non-agency entities at a very low cost. This course provides learners with information on how to identify, prevent, and report sexual harassment that occurs in the workplace.

Screenshots of Preventing Sexual Harassment 2017-Web-based Training



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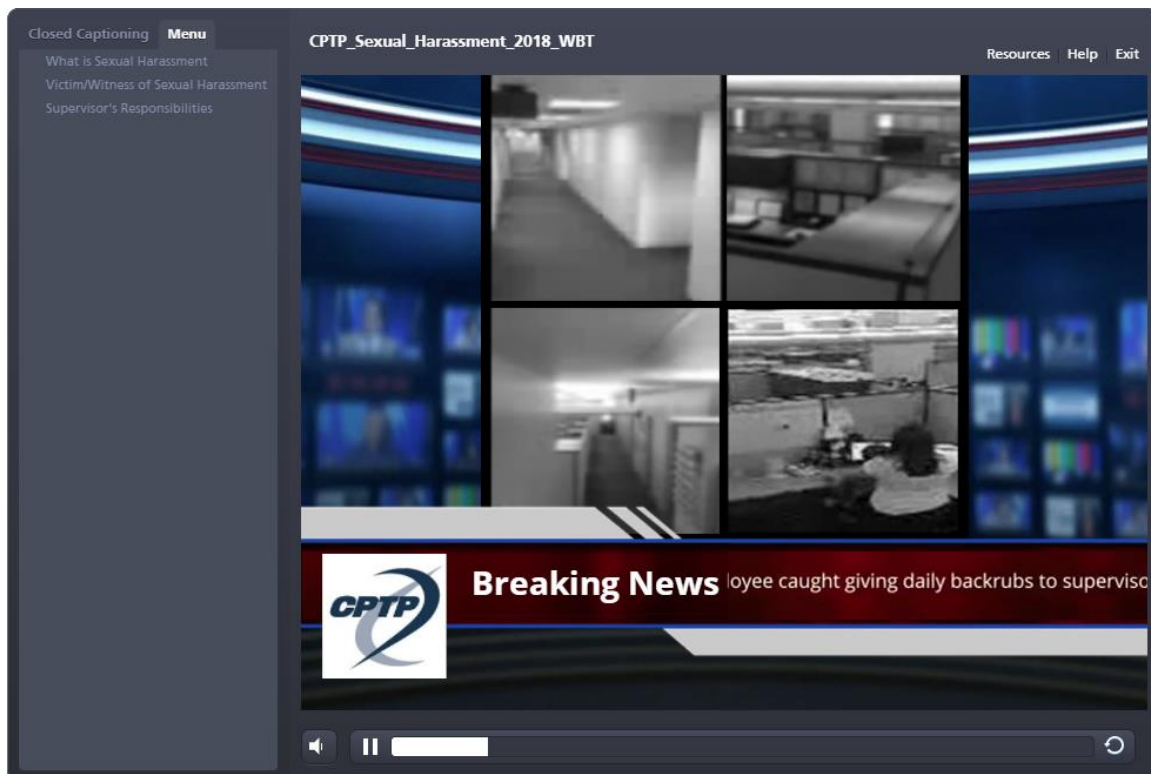
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4. How does this submission support the goals and objectives of your agenda/department?

State Civil Service's effort to assist the HR community and protect state agencies does not stop at the regulating level. Rather, State Civil Service aims to be a leading resource for agencies across the state using various platforms. Providing quality online training, especially on topics that could assist the HR community, allows State Civil Service to reach across the entire state while using very little financial resources.

In addition, the SCS's mission includes helping the organizational departments to retain and develop an effective workforce. The Preventing Sexual Harassment training is aligned with this mission. It encourages both staff and management to become more aware of sexually harassing behaviors as well as organizational policy and federal statutes that assist the employee when facing or observing sexual harassment.



5. Have you been able to measure the effectiveness of this submission? If so, how?

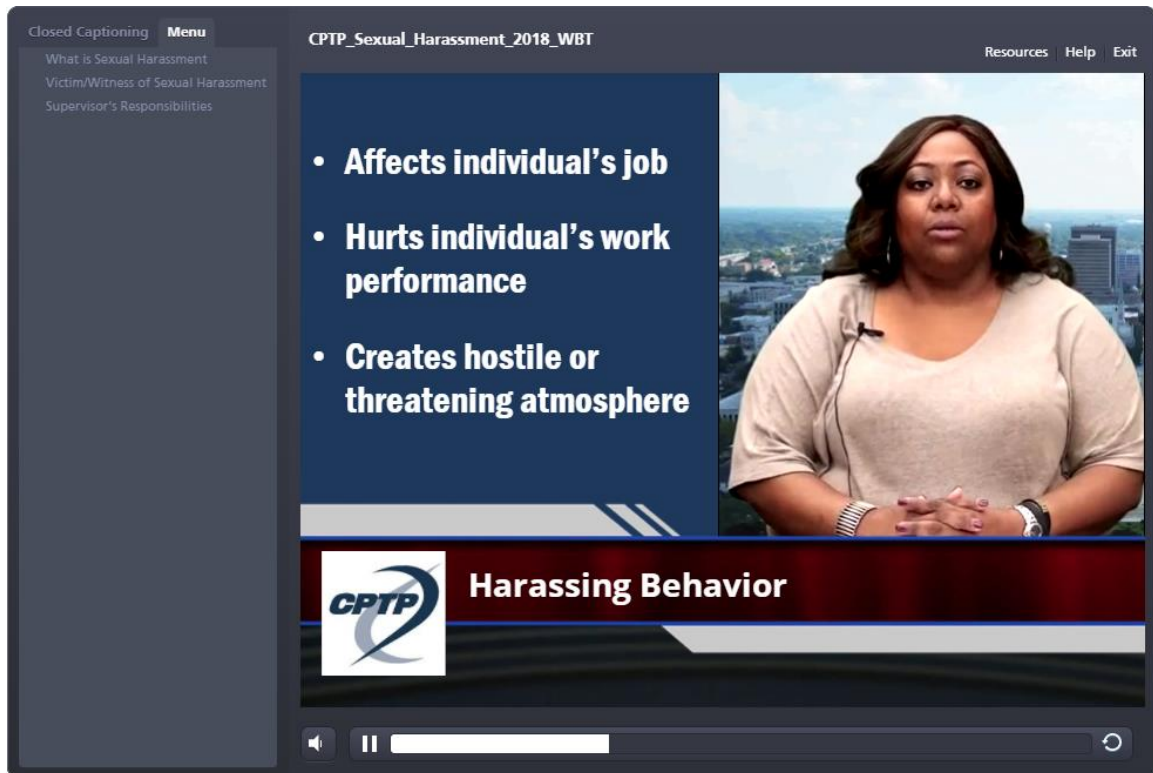
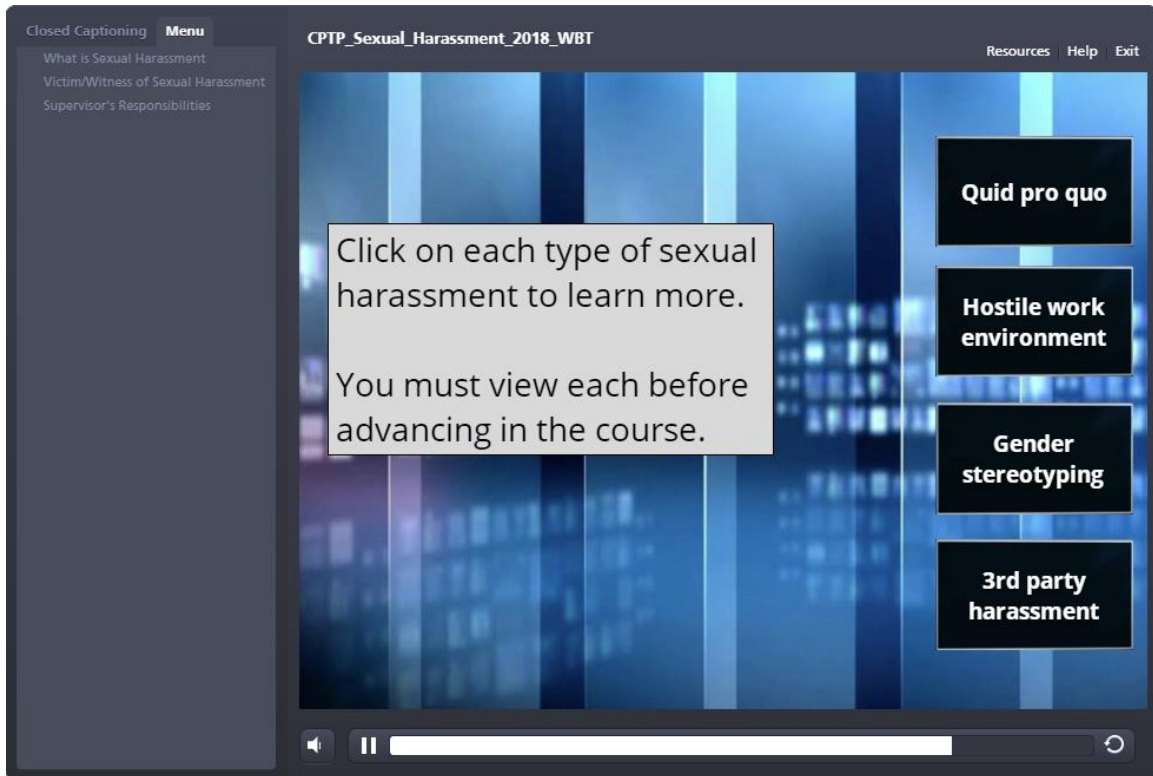
State Civil Service currently does not possess hard data that measures the effectiveness of this particular training. However, due to the increasing requests for use by state agencies and non-state agencies, the vast positive feedback from viewers, and the positive statements made by the Governor's Task Force on Sexual Harassment – who has reviewed multiple policies, procedures, and offerings across the state, State Civil Service is confident that the training has and continues to positively impact the state workforce and the HR community. In 2017, 44,955 people completed the Preventing Sexual Harassment Training.

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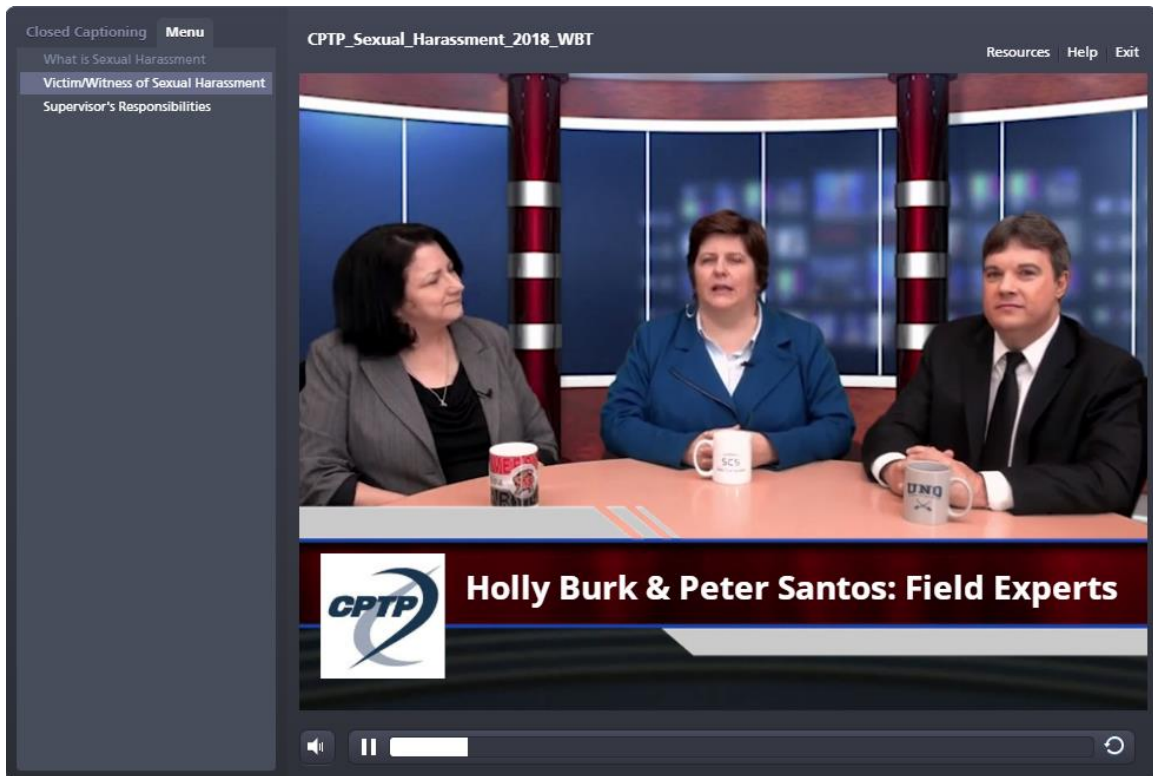


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