




INTEROFFICE MEMORANDUM

TO: NPS Staff

FROM: Keith S. Barton, District Affirmative Action Officer 

DATE: May 8, 2018

CC: Jerlean Daniels, Affirmative Action Consultant, Nichola Camacho, Affirmative Action Coordinator

RE: Affirmative Action Training

I am happy to report that the district will soon roll out a web-based affirmative action training module for all staff members. The training will consist of two courses. One designed specifically for managers and the other for all general staff including per-diem. The training focuses on equity in the workplace and underscores the fact that we all play a part in maintaining a work environment that is fair, equitable and free of harassment and discrimination.

All staff members will receive an email on or about May 16, 2018 that contains instructions on how to access the training including a unique username and password. The training is interactive and includes video as well as questions that have to be answered in order to complete the training. We are asking all district location leads to make provisions for per-diem and permanent staff to access location-based computers to complete the training module. The affirmative action office will monitor the district's completion progress over time. Once the training period starts, email reminders will be sent to ensure that all staff members complete the training in a timely fashion.

Training Features:

- Staff will be able to access the training from any site based computer.
- Training is for all staff (permanent and per-diem)
- Two training courses
 - Course designed specifically for managers
 - Course designed for general staff

- Training Content:
 - Video Segments - Scenarios
 - “Check for understanding” throughout the training in the form of multiple choice questions.
 - Once the training has been completed the employee will be able to print a “Certificate of Completion” with their name on it.

- Topics covered:
 - Sexual Harassment
 - Discrimination
 - Equitable treatment in the workplace

- All staff will receive an email with the following:
 - Instructions
 - Username and Password
 - Link to the training.

Feel free to contact our office with any questions or concerns.