



MEMORANDUM

TO: Osage County Department Heads
FROM: Board of County Commissioners
RE: Harassment Prevention Training
DATE: July 29, 2022

The Board of County Commissioners are requesting that each Department Head ensure that each of their employee's complete the Online Harassment Prevention Training provided by the Kansas Human Rights Commission. This training is to be complete by August 31, 2022. After that, all new hires will take the training as part of the onboarding process with Human Resources.

This Free online training may be completed by the employee individually at the following website:


<http://www.da.ks.gov/ps/training/lectora%20harassment-2/>

At the end of the training, the individual has the opportunity to print a certificate of completion. This certificate should be completed, printed and gathered by the department head and forwarded to Human Resources as verification of completion of the training.

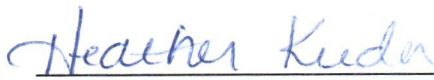
For departments that want to conduct one training session for all employees to attend, the online training can be viewed using the computer in the Commission Meeting room. The department head will need to provide a sign in sheet of those in attendance of the training to Human Resources as verification of completion of the training.



Vernon Bailey, Chairman
Osage County Board of Commissioners



Fred Diver
Osage County Board of Commissioners



Heather Kuder
Osage County Board of Commissioners