

Dear Marv Jenson Jr. Jazz Employees,

All County employees are required to attend training on Sexual Harassment Prevention & Ethics. Your training will be offered through a one-hour online course. This course is now available via the “Sexual Harassment Prevention & Ethics Training” link (in the upper right section of the page) on the Employees’ University website at www.slco.org/university. You can find a link directly to the course on Marv Jenson’s home page at www.recreation.slco.org/marvjenson/. All employees (merit and non-merit) are required to take this course by December 31, 2009. Those that do not have this training will be terminated, so get this done as soon as possible.

If you have an older computer with limited RAM, you *may* have some difficulty running this program. Should you experience temporary pauses or general difficulty with the video, you can either:

- Schedule a time to take the course in the Technology Learning Center computer lab located in the south building of the Government Center in room S3019. To do this, please call Cynthia Carrington at 801-468-2120 to schedule a time. **or**
- You can take the course on a computer at any County Library.

In order to receive credit for taking this course, you will be **required to enter your Employee Identification Number (EIN)**. Your EIN is _____, or you can find this number on any of your previous paycheck stubs. This number can also be found through a link at Marv Jenson’s home page at www.recreation.slco.org/marvjenson/. Please work with your supervisor if you cannot track down your EIN.

In order to have your completion of the course recorded you will need to get to the last page of the course. After you have completed the course please print a hard copy of your Certificate of Completion to give to your supervisor (be sure to use a computer that is connected to a printer) or in the spirit of “going green” you can simply save your certificate in the electronic PDF format that it will be produced in and email a copy to your supervisor. Thank you.