



HR – Unlawful Discrimination, Harassment, and Retaliation

The Human Resources, Training and Staff Development team, TEAMW.O.R.K., is proud to announce the rollout of our *Unlawful Discrimination, Harassment, and Retaliation online course*, which is designed to explain the Federal laws, State laws, County policies and procedures regarding unlawful discrimination, harassment, and retaliation.

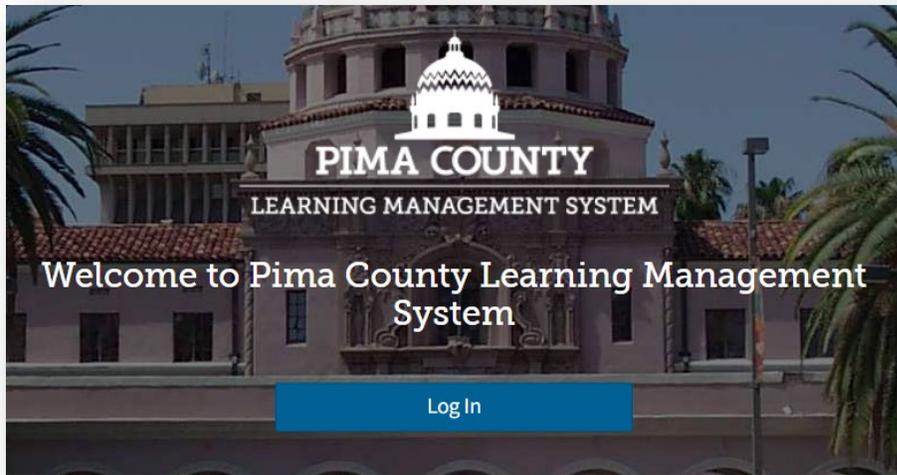
This course is **mandatory** for all Pima County employees, it satisfies the Triennial, and the course must be completed by **Sept. 25, 2020**.

Contained within this course are audio, interactive activities, and knowledge checks to further enhance your professional development and training experience. The course is approximately 43 minutes long and there is a short quiz near the end that will require you to receive a passing score of 80% to receive credit for completing the course. If you start the course and you are unable to complete it, you have the option to return to the section where you stopped. **NOTE: there is a summary after the quiz and you must complete this summary before you are able to receive your certificate and exit the course.**

Below are some helpful instructions to enroll into the course in our Learning Management System (LMS):

First, open your Microsoft Edge or Chrome browser and visit the [LMS website](#) to sign in and enroll in the course. If you need assistance in LMS,

please visit the [LMS welcome page](#) or contact your Department Training Coordinator.



Second, log in using your employee identification number (EIN), without the 'u,' and enter your password.

A screenshot of the Pima County Learning Management System (LMS) login form. The background is white. At the top is the Pima County logo (a stylized dome) and the text "PIMA COUNTY LEARNING MANAGEMENT SYSTEM". Below this, it says "Enter your login information below." There are two input fields: "Login ID" and "Password". Below the input fields is a blue "Log In" button. At the bottom, there is a link that says "Forgot your login ID or password?"

Third, once you're logged in, you can click on this [link](#) to be directed to the course. You can also search for the course name by clicking on the "Search"

field and entering “[HR – Unlawful Discrimination, Harassment, and Retaliation](#).” Click “Enroll” to enroll in the course. Make sure the “Credit” option is selected.

The screenshot shows a user interface with two main sections. On the left, under 'My Upcoming Learning (2)', there is a filter dropdown set to 'All' and a table with columns for Title, Type, Date, Status, and Action. The table lists two courses: 'HR - Election Activity Laws and Policies' and '2014 - HIPAA Privacy - Pima County, AZ'. Below the table are status indicators for Required Training, Recurring Assignment, Due Soon, and Overdue, and a button to 'View All My Upcoming Learning'. On the right, the 'Search' section has a search input field containing 'hr - unlawful discrimination harassment and reta', a dropdown menu for 'Any words', and a 'Search' button. Below the search section is a 'Browse Categories' list including Annual Safety Training (2), Compliance (2), Driver Training (5), Emergency Evacuation (1), Environmental (2), Federal Motor Carrier (1), and Finance Training (36).

The screenshot shows search results for the query 'hr - unlawful discrimination harassment and retaliation'. The search bar on the left contains the query, and the 'Search' button is highlighted. Below the search bar are options for 'Search within results' (selected) and 'Start a new search'. The 'Narrow Your Search' section on the left lists various categories with counts. The main 'Search Results' area shows '149 Items' and a 'Page 1 of 15' indicator. The results list includes 'Pima County Defensive Driving 2.0', 'A101 - Getting Started with Advantage Financials 3.10', and 'HR - Unlawful Discrimination, Harassment, and Retaliation'. A red arrow points to the 'HR - Unlawful Discrimination, Harassment, and Retaliation' result, which is marked as 'Checked in'.

The screenshot shows a course page with the following details:

- Title:** HR - Unlawful Discrimination, Harassment and Retaliation
- Format:** Desktop & Mobile
- Credits:** None
- Description:** This course will explain the Federal laws, State laws and Pima County policies regarding unlawful discrimination, harassment, and retaliation. There is a quiz near the end of the course that you must pass with 80% in order to receive credit. There is a summary after the quiz that you must also complete before you are able to receive your certificate and exit the course. This course is mandatory fo... [More](#)

A red arrow points to the **Enroll** button.

If you have questions about the course, please contact your assigned Department Training Coordinator, Department Personnel Representative, or the HR Training and Staff Development team at (520) 724-7893 or HRTraining@pima.gov.

We hope you enjoy the course!

