



## Department Staff 2017-2018 Back to School Policy and Procedures Update

In order to complete the 2017-2018 Back to School Policy and Procedures Update, please follow the steps outlined below by August 18, 2017.

You will need to access the Employee Portal. There are directions for accessing the Employee Portal located on the **Durango School District 9-R main web page**. The directions are located on the Human Resources page under Employee Portal Information. Please use the guides titled, *Employee Portal - Accessing Employee Acknowledgements* and *Employee Portal – Accessing District Policies* for this process.

### 1) Annual Sign-off on the Alcohol and Drug-Free Workplace Policy

Review District Policy GBEC, Alcohol and Drug-Free Workplace Policy located in the Information Center of the Employee Portal, and complete the Alcohol and Drug-Free Workplace Acknowledgement Form located in the District Forms section of the Employee Portal.

### 2) Annual Sign-off for the Staff Conduct Policy

After reviewing District Policy GBEB, Staff Conduct Policy with your supervisor, complete the Staff Conduct Acknowledgement Form located in the District Forms section of the Employee Portal. A copy of District Policy GBEB, Staff Conduct Policy is available for you in the Employee Resources\_Information Center of the Employee Portal.

### 3) Annual Sign-off for Reporting Child Abuse and Neglect

After receiving the training for Reporting Child Abuse and Neglect, complete the Reporting Child Abuse and Neglect Acknowledgement Form located in the District Forms section of the Employee Portal.

### 4) Annual Bloodborne Pathogens and Universal Precautions Training

Watch the Bloodborne Pathogens Training video (11 mins) with your supervisor - It can be accessed using the link below

[https://www.youtube.com/watch?v=aj\\_rxlsYBV0](https://www.youtube.com/watch?v=aj_rxlsYBV0)

After watching the video, review the Universal Precautions Guide located in the Information Center of the Employee Portal, and complete the Bloodborne Pathogens Acknowledgement Form located in the District Forms section of the Employee Portal.

### 5) Annual Sexual Harassment Training

Watch the Sexual Harassment Training for Employees (25 mins) with your supervisor - It can be accessed using the link below

<https://www.jkellertraining.com/Views/VideoOnDemand/RemoteSessionEnter.aspx>

The access code is: **Ey2k6Q**

DO NOT use the video that appears automatically on the screen – you want the video for employees. Select the video titled **Video - Sexual Harassment Training for Employees** from the list of videos underneath the **Training Materials** tab located at the bottom of the page. Use the Orange play icon located at the end of the video title to start the video.

After watching the video, review Board Policy GBAA, Sexual Harassment Policy located in the Information Center of the Employee Portal, and complete the Sexual Harassment Training 2017-2018 Acknowledgement Form located in the District Forms section of the Employee Portal.