

HR-Training has just released multiple classes on ESS. This month we are offering classes in: Ethics, Sexual Harassment, Leadership, Customer Service, Defensive Driving, Computer Basics, Excel and Munis Expense Claims.

To view and enroll in those classes, please go to ESS at <https://selfservice.brla.gov> and login. Then select "Training Opportunities" on the right side of the screen. If you cannot login to ESS please email Bridge at bridge@brla.gov or call 389-2842.

Please print and post this email so all City-Parish Employees are aware of these training opportunities & requirements.

There are three mandatory Training Classes to be aware of in 2020:

ONE: Ethics Training in 2020

Please do not forget that in 2020 you need to take the State's Ethics Training Class! There are two ways you can do this:

1. You can login to the website (<https://laethics.net/EthicsTraining/login.aspx>) and take the course online, or
2. We offer a classroom version, multiple times each month, make sure to check the [Employee Self Service](#) list of classes each month. Usually it is offered on Friday Mornings, here at HR.

When taking the online course, please use the login email and password that you used in the past. Try to keep records of your login email and password from year to help, it really helps! For some reason, if you have forgotten your password visit: <https://eap.ethics.la.gov/EthicsTraining/UserInfo/RetrievePassword.aspx> to reset your password. They will email you at the email account that you used with instructions on how to change/reset your password. If you have forgotten both your login email and your password, simply start over with the registration process. When you complete the training it will give you an option to print the certificate out. Print three copies. One for your own records, one for your supervisor and one copy that needs to be sent to Human Resources – Training and Employee Development Division. Please write your New HR issued Employee Number on the copy of the certificate that you send to HR-Training (at hrtraining@brla.gov). If you have any questions about Ethics Training please contact us at (225) 389-4980.

TWO: Defensive Driving Training in 2020

As per Metro Council Resolution 50177, section 19: "Any employee operating a City-Parish vehicle shall be required to successfully complete a driver safety improvement program that is certified by the National Safety Council and conducted by the Human Resources Department. The Course shall be completed within 180 days of the adoption of this resolution, and every two years thereafter." Please do not forget that if you drive a City-Parish vehicle you must take Defensive Driving once every two years. January 2020 – December 2021 is the current compliance cycle. You must take the class at least one time during this time period if you use a City-Parish vehicle (occasional users of City-Parish vehicles are included in this). We offer one or more classes each month to assist employees and supervisors with making sure everyone who needs the class can get it. Please reach out to us if you have any questions or concerns about meeting this

deadline. Per the resolution above, New Employees to the City-Parish, should take the class BEFORE they are allowed to drive a City-Parish vehicle. Police, Fire and EMS employees should take the class from their own Public Safety Training Officers. If you have any questions about Defensive Driving Training please contact us at (225) 389-4980.

THREE: Sexual Harassment Training in 2020

Please do not forget that in 2020 you must take the State's Sexual Harassment Training class! If you are supervisor you must ALSO take an additional Supervisor Sexual Harassment Training class. There are two ways you can do this:

1. If you are on a City-Parish computer you can login to the Metronet website (<https://www.brla.gov/72/Intranet>) and take both courses online, or
2. We offer a classroom version of the employee version, multiple times each month, make sure to check the [Employee Self Service](#) list of classes each month. Usually it is offered on Friday Mornings, here at HR.

When you complete the training (on the Metronet) it will give you an option to print the certificate out. Print three copies. One for your own records, one for your supervisor and one copy that needs to be sent to Human Resources – Training and Employee Development Division. Please write your New HR issued Employee Number on the copy of the certificate that you send to HR-Training (at hrtraining@brla.gov). Individuals taking this training from HR where you watch a video will not receive a certificate. Instead, the sign-in sheet will act as the proof of attendance. If you have any questions about Sexual Harassment Training please contact us at (225) 389-4980.