



OFFICE OF THE GOVERNOR

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November 21, 2018

2018 Sexual Harassment Prevention Training Annual Reporting Instructions

Dear Ethics Officer:

Thank you for your help making the launch of our first annual sexual harassment prevention training a success and ensuring your agency complies with this important new requirement in the Ethics Act. Below are instructions to submit your agency's compliance report. Please review these instructions carefully:

Deadline for submission: December 10, 2018

(if you have new State employees or officials required to complete 2018 New Employee Sexual Harassment Prevention Training and who begin on or after December 10, 2018, please follow the instructions in step 11).

Submit report to: gov.compliance@illinois.gov

Title of Email: [Agency] 2018 Sexual Harassment Compliance Report

How to Obtain Your Report:

- A. Log into OneNet at:
<http://onenettraining.illinois.gov/onenettraining/page.aspx?item=92246>
- B. Page to "OneNet Help" on the OneNetTraining sidebar.
- C. Click on "OneNet Support."

- D. Click on “Training Reports.”
- E. Click on “Sexual Harassment Training 2018.”
- F. Find your agency in the list and click on your agency’s name (repeat these steps for every agency for which you are ethics officer).
- G. Page to find all your employees listed. For smaller agencies, this will be the list you see when you click your agency’s name. For larger agencies, you may have multiple bureaus or divisions displayed. If this is the case, click on “Total” to see your whole agency displayed.
- H. With the name of all employees displayed, scroll to the bottom of the page and click “Download Excel (CSV).”
- I. An CSV spreadsheet will download. **Save this spreadsheet as “[Agency] 2018 Sexual Harassment Compliance Report”. You must choose “Save As Excel Workbook .xlsx” to save your spreadsheet. Failure to save the file in this format will make it impossible to save your work!**

Instructions to complete and submit report:

1. **Rename the sheet to be “[Agency] Full List.”** To rename the sheet, right click on the tab along the bottom left of the sheet. Select “Rename” and type in the new name. This will be your master sheet.
2. **Add a “Comments” column** on the left side of the spreadsheet, next to “Completed.”
3. **Review and revise the spreadsheet to ensure that no officials or employees are missing from your Agency list.** This includes several steps:
 - a. Check that your sheet includes all boards/commissions/taskforces, etc. that you serve as Ethics Officer for who were not included in the OneNet training system. If you are missing any, manually add new rows at the end for each employee, board member, etc. of the board that was not listed in the report. If you make any additions, use the “Org Unit” column to indicate what board, commission, etc. the person is with.
 - b. Check that you have all employees and officials who are required to take 2018 sexual harassment prevention training, regardless of whether they did successfully complete training with your agency or with any other agency. If you are missing any, manually add new rows at the end for each employee, board member, etc. who was not listed in

the report. As a reminder, the following are considered “employees” under the Ethics Act and are required to take training:

- i. Contractual employees, including individuals on personal services contracts and 75-day contracts. Temporary employees who are with the agency at the time of the training window should receive training.
- ii. Board, commission, task force, etc. members who are appointed or elected.

Employees of vendors, such as a company that has contracted with the state to provide a particular service that includes its employees coming into the agency’s offices or facilities, are not required to take the employee training. These individuals do not need to appear on the report.

Additionally, some categories of individuals who sit on boards, commissions, etc. are individually exempt from training. The names of these individuals should appear on your report, so that we can account for all members of a particular board, but Item 4(c) below describes how to note these individuals.

You should make sure to add any employees or officials who are with your agency as of December 10, even if they only took 2018 New Employee Sexual Harassment Prevention Training.

- c. When you add officials or employees from b or c to the end of your spreadsheet, include their Name, Username, Org Unit, and Location.

IMPORTANT: If you have identified missing employees or officials, you should also take this time to add them to your agency Staff Report in OneNet. Instructions to add employees can be found at OneNet Staff Directory Help.

4. Employees who have a completion date already populated in the “Completed” field completed the training in OneNet. You do not need to do anything further to their record. For other employees, update their record as follows:
 - a. **For employees who completed the training in paper or who participated in an in-person board training using the 2018 Annual Sexual Harassment Prevention Training packet:**
 - i. In the “Status” field, add “Attended.”
 - ii. Ensure that the “Started” column is blank.
 - iii. In the “Completed” field, add the date they completed training, according to the certificate they signed and provided you.
 - iv. In the “Comment” column, indicate that the employee or official in question completed paper-based training as either “Completed 2018 Annual Sexual Harassment Prevention Training using approved paper packet” or “[Completed in-person training at meeting on [date].”

- b. For employees who are legislators or judges and by statute exempt, and who did not take training:**
- i. In the “Status” field, add “N/A.”
 - ii. In the “Comment” column, indicate “Training not taken by exempt member of the [judiciary/General Assembly].”
- c. For other individuals who are a member of another body that is required by the State Officials and Employees Ethics Act to take sexual harassment prevention training, and who represented to you that they took the training through that other body:**
- i. In the “Status” field, add “N/A.”
 - ii. In the “Comment” column, indicate “Employee stated that they took EEC-approved sexual harassment prevention training in 2018 through [name of other body, e.g., Illinois State University Board of Trustees].”
- d. For individuals who joined the agency after January 1, 2018 and who took the 2018 New Employee training:**
- i. In the “Status” field, add “Attended.”
 - ii. In the “Completed” field, add the date of the new employee training.
 - iii. In the “Comment” column, indicate “Employee reviewed the 2018 New Employee Sexual Harassment Prevention Training and certified completion.”
 - iv. If an employee took both the New Employee training and the Annual training, they may have two dates listed in the “Completed” column.
- e. For individuals who did not take the training because they were on leave at the time of training or otherwise could not complete any format of the training because they were out of the office for an extended period:**
- i. In the “Status” field, add “N/A.”
 - ii. In the “Comment” column, indicate “Employee on leave starting [date].”
- f. For individuals who are listed in the “Status” column as “Enrolled” in training but who (1) do not have a “Completed” date supplied by OneNet and (2) did not take it in another format and did not meet any of the other exceptional circumstances listed above, you will indicate that they did not complete the training as follows:**
- i. You may wish to follow up with any individuals who you believe did complete training.
 - ii. If the individual did not complete training and does not have one of the bases outlined above as a reason why training was not completed, change the “Status” column from “Enrolled” to “Incomplete.”

- iii. If an individual refused to complete training, either through willful refusal or failure to timely complete training, write “Refusal to train” in the Comment field. If your agency imposed any discipline on these individuals, please also include “Discipline imposed” in the Comment field.
- iv. If an individual did not complete training because of an agency error or because they did not receive notice of training, write “Agency Error” in the Comment field.

5. Sort the Spreadsheet by the column “Status.”

- a. To sort, first select the entire sheet by clicking on the green arrow at the top right, close to the first row and column.
- b. Go to the “Data” tab along the top of the page. Choose “Sort” in the middle of the options.” This will create a new pop-up.
- c. In the pop-up, where it says “Column: Sort By,” use the drop-down to select “Status.” Click “Ok.” This will sort your sheet by the Status column.

6. Once your Main Spreadsheet is sorted, finish indicating employees who did not complete the training.

- a. Employees who did not complete the training should sort to the bottom of the list, with a blank in the “Status” column.
- b. In the first entry, type “Incomplete” in the “Status” column. Copy this cell.
- c. Highlight the remaining blank “Status” column, and paste “Incomplete.”
- d. With this step, every entry on your Spreadsheet should have text in the “Status” column.

7. Sort the Spreadsheet by the column “Status” one more time. You should now have three blocks of employees: “Completed,” “Incomplete,” and “N/A.”

8. Create a copy of your main sheet, name the new sheet “[Agency] Not Completed,” and revise it to leave just the Incomplete entries.

- a. To create a new sheet in Excel, right click on the tab along the bottom left of the sheet. Select “Move or Copy.” In the window that pops up, select “[Agency] Full List” from the choices offered, check “Create a Copy,” and click “OK.” This will create a new, duplicate sheet to the right of your original sheet. Rename the new sheet as “[Agency] Not Complete.”
- b. In the new sheet, delete the rows where status is “Complete” or “N/A.” This should leave the same number of rows as you had Incomplete entries in the main sheet.
- c. The new “Not Completed” tab will be used to report to the Executive Ethics Commission the names of employees and officials who failed to complete sexual harassment training and where no reasonable explanation exists to justify their failure to train.

- 9. Review your two lists to ensure they are accurate.** Make sure on your “Not Completed” tab that there are no legislators or legislative staff, or others who are not required to completed training. Make sure that “Not Completed” reflects only those employees and officials who had an opportunity to take but failed to complete training.

- 10. Save and send your report to gov.compliance@illinois.gov by December 10, 2018.** The title of your email should be “[Agency] 2018 Sexual Harassment Compliance Report.” In your email, please list all boards/commissions/task forces/etc. and agencies included in your compliance report.

- 11. For new employees or officials who begin on or after December 10, 2018 (or the date that your agency ended its training period):**
 - a. If new employees or officials begin with your agency between the date that your agency ended training and December 31, 2018, you should be providing those employees with the 2018 New Employee Sexual Harassment Prevention Training paper packet and collecting their certificate of completion after they review the packet.
 - b. To record the new employees’ completion, save a copy of your Spreadsheet as “Updated [Agency] 2018 Sexual Harassment Compliance Report.” Record the completion by the new employee in this Updated sheet, adding new rows at the bottom. Please highlight these new rows in yellow.
 - c. New employees or officials have 30 days to complete new employee sexual harassment prevention training. Employees who begin between December 10, 2018 and December 31, 2018 may take 2018 or 2019 sexual harassment prevention training. If employees will take 2019 training, please note this in your spreadsheet and do not include these employees in the “Not Completed” sheet.
 - d. Email your updated spreadsheet to gov.compliance@illinois.gov by January 7, 2018. The title of your email should be “Updated [Agency] 2018 Sexual Harassment Compliance Report.”**
 - e. You should take this opportunity to add the new employee to OneNet, so they will be ready to go for Ethics Training and Sexual Harassment Training in 2019.

If you have any questions, please email gov.compliance@illinois.gov.