



citycounty insurance services
cisoregon.org

Learning Center Catalog Updates

UPDATED HARASSMENT TRAINING

We have updated the CIS course, "[Harassment, Equal Employment and Other Laws That Matter to You](#)," with a new video recording featuring CIS Pre-Loss Attorney Katie Kammer.

This video, updated to reflect current harassment and equal employment laws, replaces the 2014 recording by Tamara Jones.

Katie Reviews:

- The actions that most often cause harassment and discrimination claims;
- What actions constitute unlawful harassment, and what steps employees can take to avoid harassment;
- What responsibilities an employer, its supervisors and employees have in preventing and responding to sexual harassment and discrimination claims; and
- Information about their respective employers' no-harassment, no-discrimination policies.

CIS CONFERENCE PRESENTATION RECORDINGS

Recordings of select sessions from the 17th CIS Annual Conference are available through the CIS Learning Center. Below are links to the various sessions. Click on the link to review the description and enroll in the course. PowerPoint handouts for each video are accessible through the course activity page.

[Anatomy of a Lawsuit](#)

[Case Law/Legal Updates](#)

[CIS Benefits 101](#)

[Here's What's New in Benefits](#)

[Proceed with Caution: An Advanced Study on Performance](#)

[Management for the Whistleblowing Employee](#)

[Starting Smart: The "Everything You Need to Know about Hiring" Workshop](#)

[The Awesome, the Adequate, and the Misguided: The 2017](#)

[Employment Law Life of \(Some\) CIS Members](#)

[What If Your Castle Falls In A Swamp? A Property](#)

[Coverage Discussion](#)

UPCOMING TRAININGS

CIS

June 19 & 20, Grants Pass

[Driven to Distraction](#)

July 23, Springfield

[Safe Handling of Asbestos-Cement Pipe](#)

League of Oregon Cities (LOC) Trainings

LOC offers a variety of management-level training and professional development specific to local government. For a complete list of LOC trainings, visit www.orcities.org/training.

OSHA TRAINING

To find free Oregon OSHA courses in your area, click [here](#) for the upcoming workshops.

[Workers' Comp...licated!](#)

Recordings of the keynote presentations are considered proprietary by the presenters and are not available.

SAFETY CATEGORY AND SAFETY COURSES

The **Back Safety and Injury Prevention, Bloodborne Pathogens, and Ergonomics in the Workplace** courses have been moved to the Safety category. To access the Safety courses, you must have CIS Workers' Comp coverage.

The **Global Collaboration Partners (GCP)**

safetycourses are retired and archived, except for the 8-hour HAZWOPER Recertification course and the Safety Committee Operations Procedures course. These two courses will be retired once we have replacements available. The GCP courses are being retired due to technical issues.

The **new safety courses** have been approved by the Oregon Environmental Services Advisory Council (OESAC). Here's [a list of the new safety courses](#) and the OESAC ID# assigned to each. Also included, for your convenience, are the previously approved online courses and classroom training topics.

MICROSOFT COURSES

Additional Microsoft courses, including courses on Microsoft Access 2010 and 2013, have been added. These courses were added in exchange for several low usage Microsoft 2007 courses. [Click here](#) for the link to the list of new courses.

Update: New Learning Management System

The [Request for Proposals](#) (RFP) for a new Learning Management System (LMS) has been distributed. We have also issued an RFP for online learning content. Based on your feedback, we are looking for a mixture of content offerings that includes online learning, videos, podcasts, webinars, and classroom training.

Below is our proposed timeline and your role in it:

June – July 2018: Vendor interviews and demonstrations

- Entity Admins update user database and Learning Plans*

**Please update your user database, courses/classes, Learning Plans & bundles! If you're not using a plan or bundle, please archive it. If a new LMS vendor is selected, we will transfer the data in late August and want to ensure that we have up-to-date data. Archived and inactive user accounts, which include those that have not been accessed or completed a course in the last two years, will not be included in the data transfer.*

To assist you with this effort, Brenda Chapin can provide you with a user report in Excel format. Contact [Brenda](#) to receive the report or for assistance with bulk edits.

August – December 2018: Implementation

- Data transfer and testing

January – July 2019: Member Rollout

- Training for admins, management, and employees

JOIN OUR LMS COMMITTEE

Let us know if you're interested in participating in the next steps. Contact Mary at mmeyer@cisoregon.org.

The LMS committee will assist in:

- Developing interview questions to ask vendors.
- Reviewing and providing feedback on demo sites and sample courses.
- Participating in a pilot group after LMS and content vendors are selected to help test various admin and end-user features, and explore content offerings.

60 Day Notice – Internet Explorer (IE) 9 and 10 Support

Microsoft no longer supports IE 9 and 10, and starting July 28, 2018, SumTotal will no longer support these browser versions. Defects or performance issues that appear only in IE10 or previous versions will not be investigated or addressed.

If you typically use Internet Explorer, it is recommended to use IE 11 or Edge. Chrome or Firefox browsers are also supported. Please notify your supervisor and employees prior to July 28. If users continue to use either of these browsers some functionality may no longer work.

Did you know?

DASHBOARD

You can use the dashboard to quickly view your employees' progress on assigned courses. Click on the Administration tab and look for the Dashboard button. The default view shows your own progress. To view progress for employees assigned to you, click the "Display" drop-down menu on the right side of the screen (above the Status column) and select either "Direct Reports" or "Group Members."

The Dashboard has three tabs: At Risk, Learning Plans, and Courses. A bar graph above the tabs shows a green line for Activities Due at a Later Date and a red line for Overdue Activities. You can obtain details on any course listed by clicking the arrow to the left of the course name. This gives you a list of the employees enrolled and their progress status. This feature will save you time from having to run reports to get the same information.

KAMMERSATIONS: AN EMPLOYMENT LAW & HR PODCAST

CIS has a podcast! Hosted by CIS Pre-Loss Attorney, Katie Kammer, this podcast is designed to provide employment law updates, best practices for managing and recruiting staff, and helpful tips for dealing with common issues that can arise at work.

Stream or download the podcast episodes directly from the CIS website at www.cisoregon.org/podcasts.

New episodes are added every month. Below is a list of episodes available.

1. Welcome to Kammersations!
2. Hiring Tips as Your Ounce of Prevention
3. An Age-Old Problem
4. Employees on Protected Leave, Gone but Can't Be Forgotten
5. #MeToo, Let's Talk
6. With Personnel Record Requests, It's Worth a Second Look