

Overview:

Executive Order 1392 issued by Gov. Phil Bryant requires:

all employees of the state of Mississippi to complete sexual harassment training once during the term of their employment with the state.

State employers must:

certify that the training has been completed by **June 30, 2017**.

The State Institutions of Higher Learning (IHL) system requested and received permission for IHL employees to meet this state-wide training requirement by completing existing training courses available at their respective institutions.

USM:

To comply USM employees must complete the *Unlawful Harassment Prevention* training course within WorkPlace Answers one time during the term of their employment.

Supporting Documentation: Review the listed documentation by clicking on the hyperlink:

- [Copy of the President's initial communication](#)
- [View a copy of the Executive Order](#)

What You Need to Do:

- If you have already taken the *Unlawful Harassment Prevention* training course during your term of employment with the University, no action is required.
- If you have not previously taken this course at USM, please complete the course before June 30, 2017, to assist us in meeting the state-wide requirements outlined in Executive Order 1392.

Student Workers:

- Ensure that the student employees in your units complete this course along with all the other compliance courses assigned to them.
- All student employees are required to complete the same compliance courses required of employees: see [List of Courses](#)

To complete the training required by Executive Order 1392:

- Access the training portal at <https://slate.workplaceanswers.com/UnivSM/> ([link is external](#))([link is external](#)).
- Use your SOAR user name and password to log into the system.
- Click on Take Your Courses, which can be found on the left-hand menu.
- Select and complete the *Unlawful Harassment Prevention* course.

Questions:

Contact the Office of Compliance via email at compliance@usm.edu([link sends e-mail](#)) or call 601.266.4466 for any assistance needed to complete the course in a timely manner.