



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2

Date: August 11, 2021

From: Staff Development

Subject: **Mandatory Training:** Civil Rights 2021-2022

Note: This online training is required for all EHS staff, less CSB

Civil Rights Training is required to be taken, by law, every two years for all Employment & Human Services Department employees.

The training will be available online, through SMART, effective Thursday, August 11, 2021.

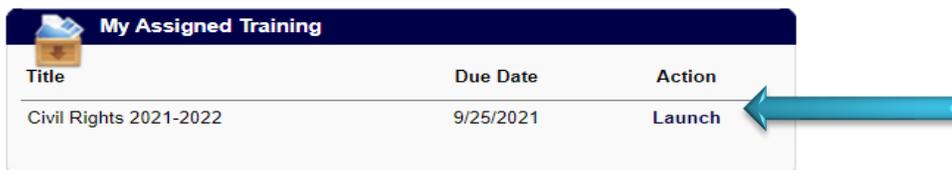
You will receive an email stating that you have been automatically enrolled in this training.

All EHS staff must complete this training by September 25, 2021

The training will take approximately 45 minutes to complete. You may close out the training at any point. When you re-launch, it will resume where you left off. You will need headphones to listen to the training.

To access the mandatory online training:

- Go to your EHS intranet: <http://ehsdhome/Pages/default.aspx>
- Click **SMART**, located on far the left column
- Look in your "Assigned Training" box, located in the middle of the page
- Find "Civil Rights" in your assigned training
 - Click the **Launch** button to start the training



Contact Staff Development at (925) 608-4570 or email smarthelp@ehsd.cccounty.us with any questions