



## Request for City Council Committee Action from the Department of Human Resources

- Date:** September 22, 2014
- To:** Council Member Quincy, Chair Ways & Means/Budget Committee
- Referral to:** City Council
- Recommendation:** Authorize proper City officials to
- Extend the term of contract C-37481 with Curtis Communications Inc. to run 10/30/2014 to 10/30/2016
  - Increase the contract for the purchase of 1600 additional training licenses and related services for access to customized City Minneapolis Anti-Harassment online training for a cost of \$12,584.
  - Permit the City, at its option, to purchase additional licenses if needed under the contract. Total cost not to exceed \$15,000.
  - Accept Terms and Conditions of Use and Service Agreement cited on the HR Classroom order form and on the web site (as amended in contract C-37481).

**Previous Directives:** September 20, 2013 - Committee recommended that the proper City officers be authorized to execute a one (1) year contract for \$11,684 with Curtis Communications Inc. (as amended).

### Department Information

Prepared by: Jolanta Sears, Human Resources

Approved by: \_\_\_\_\_  
Patience Ferguson, HR Director

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Spencer Cronk, City Coordinator

### Reviews

- Permanent Review Committee (PRC): Approval N/A Date N/A
- Civil Rights Approval Approval N/A Date N/A
- Policy Review Group (PRG): Approval N/A Date N/A

### Financial Impact

Action is within the HR Business Plan. Resources from existing operating budget will be used to pay the additional costs during the life of the agreement

## **Supporting Information**

### Current Situation

In November, 2013 the City of Minneapolis entered into a 12-month contract with Curtiss Communications, Inc. to purchase 1600 licenses (training units) of an interactive online training program on the topics of Anti-Discrimination and Anti-Harassment. The content was customized to align with City policy and procedure and launched on July 16, 2014 to 1600 City employees who were due for Anti-Harassment Training. (Under the Anti-Discrimination, Harassment and Retaliation Policy employees are required to “attend policy training every three years.”)

To date, more than 1500 employees have completed the online Anti-Harassment training and approximately 900 more are due before the end of the year.

### Rationale to extend the contract

The City regarded the initial year of online training as a pilot. The pilot has been successful and has demonstrated its anticipated benefits:

- 94% of the first group of 1600 employees completed their training within 8 weeks.
- Training is available 24/7, whenever the employee is able to take it. There is no need to wait for a scheduled session.
- A 45 minute reduction in 1600 employees' travel and training time = \$36k savings in lost productivity.
- Training content is consistent.
- Final test offers proof of mastery.
- Training is tracked by HR Classroom, reducing administrative time for HR staff.

There are still 900 employees who are due for Anti-Harassment Training in 2014, an additional 500 are due in 2015, and 200 more are due in 2016. Extending the HR Classroom contract until October 30, 2016 will permit continued use of a proven user-friendly product and allow for continued consistency in delivery of the training.