The Employee Protection Ordinance Course

Description of Course:
The Employee Protection Ordinance (EPO) was amended by the Board of County Commissioners to empower employees to safely and securely disclose activity that constitutes fraud, waste, abuse or misconduct. To ensure that all Miami-Dade County employees understand the amendment the Office of the Inspector General has produced an online video and quiz to inform you of your protections under the Employee Protection Ordinance.

Note: The Employee Protection Ordinance Course is an independent effort; therefore, it is inappropriate to share the questions and answers with anyone else.

All employees MUST watch the training video before attempting the quiz. **(Please read the instructions below carefully before attempting the course)**

Instructions:
Please plan to use 30 to 45 minutes to complete the process. We recommend that once you have started responding to the 10 questions quiz, you do not stop or interrupt the process. It will be more time consuming to restart the quiz.

- ➢ Step 1. Click on Training Video to view the course.
- ➢ Step 2. After viewing the course, tab back or close the video and then click on quiz.
- ➢ Step 3. Sign in to PeopleSoft.
- ➢ Step 4. Select the course, Employee Protection Ordinance.

- ➢ Quiz login information. If this is your first time accessing PeopleSoft, your user ID is the combination of the letter "e" and your employee ID (which can be found on your pay stub under EMP. ID#, on your County-issued badge, or ID card, or through your Departmental Personnel Representative). You do not have to include the leading zeros from your employee ID. Your User ID is not e00099999 but simply e99999. Your initial password will be Pass+the last 4 digits of your social security number. The "P" in Pass must be capitalized. (example: Pass1234).
- ➢ Each employee will be given unlimited opportunities to respond to 10 questions until the employee is successful in acquiring a passing grade of 70% or better.
- ➢ If an employee is unsuccessful in attaining the passing grade after submitting the quiz, the employee is recommended to again view the training video prior to retaking the test.
- ➢ Each employee will be given up to one hour (logged in) to complete the online quiz.
- ➢ If an employee interrupts, logs-off, or signs-off while taking the quiz, he or she must sign in again and begin responding from question 1. All scores to this point have not been stored.
- ➢ An employee has the ability to save the current test and return to the same point within seven days. If not completed within seven days, the test will be deleted.
- ➢ Each employee will automatically receive a pass or fail result upon completing the quiz.
- ➢ A passing score will generate a certificate of completion. It is not necessary to print the certificate to show completion. All records will be maintained by the Human Resources Department.

Training Video and quiz.

Resources
http://www.miamidadeig.org/EmployeeProtectionOrdinance.html