

## STATE HARASSMENT PREVENTION TRAINING REQUIREMENTS

Effective Date: October 1, 2019

<b>Covered Employers</b>	<p>Employers with <b>three or more employees</b> (not just those with 50 or more employees) must provide the required training to <b>all employees</b> (not just to supervisors); and</p> <p>Employers with <b>fewer than three employees</b> must provide the required training to their <b>supervisory employees</b>.</p>
<b>Covered Employees</b>	<p>Applies to any employer with at least one employee based in Connecticut, even if the employer is based out of state (provided it also employs at least three employees). For example, the FAQs state that if a Minnesota-based company has 10 employees in Minnesota and one employee in Connecticut, that one employee in Connecticut is subject to the Connecticut training requirements.</p>
<b>Notice/Policy</b>	<p>All Connecticut employers with <b>three or more employees</b> must provide each employee, <b>within three months</b> after his or her start date with an employer, with a copy of the written information on sexual harassment that these employers are already required to display in their employees' workplaces. The Connecticut Commission on Human Rights and Opportunities (CHRO) has issued an <b>updated model poster</b> that employers may use to satisfy the existing requirement to display information in the workplace. It also issued a separate document that appears to be intended for use in satisfying the new requirement to provide <b>written information</b> to each employee.</p>
<b>Timing/Frequency</b>	<ul style="list-style-type: none"> <li>• All <b>existing employees</b> must receive the training by October 1, 2020.</li> <li>• For any employee who is hired on or after October 1, 2019, the new law requires the training to be provided <b>within six months</b> of his or her hire date (or assumption of a supervisory position, if his or her employer has fewer than three employees).</li> <li>• Every employee who is required to receive the training must also receive updated, <b>supplemental training at least once every 10 years</b>.</li> </ul>
<b>Type of Training</b>	<p>The language of the statute requires the training to be interactive. This means that the training must be in a format that allows participants to ask questions and receive answers. For example, the training could include a live question and answer session at the end or it could provide a way for participants to submit questions and receive answers after the training within a reasonable time period. The training can be done via a recorded video or online; however, it needs to include an interactive element, as explained above.</p>
<b>Training Content</b>	<ol style="list-style-type: none"> <li>1. Under the new law, the required training program for all employees must be at least <b>two hours</b> long and include information about:             <ul style="list-style-type: none"> <li>• Federal and state law provisions that prohibit sexual harassment; and</li> <li>• The remedies available to victims of sexual harassment.</li> </ul> </li> <li>2. Every employee who is required to receive the training must also receive updated, supplemental training at least once <b>every 10 years</b>.</li> <li>3. Employers can use an outside party or system that meets the training requirements or they can utilize the <b>CHRO Sexual Harassment Prevention Model Training</b>.</li> </ol>
<b>Record-Keeping</b>	<p>Keeping records of the training conducted is recommended for one year.</p>
<b>Additional Resources</b>	<p>For more information, please visit the CHRO's <a href="#">website</a>. To learn more about HR Knowledge's Turn-Key Sexual Harassment Prevention Solution, please contact us at <a href="mailto:info@hrknowledge.com">info@hrknowledge.com</a>.</p>