

CITY SEXUAL HARASSMENT PREVENTION TRAINING REQUIREMENTS

Effective Date: December 13, 2018

Covered Employers	All employers with tipped employees in D.C.
Covered Employees	All employees, managers, owners, and operators
Notice/Policy	<p>By July 1, 2019, all covered employers must:</p> <ul style="list-style-type: none"> • Establish a written policy outlining how employees can report sexual harassment; • Post the written policy in the workplace; • Distribute copies to all employees and file a copy with the D.C. Office of Human Rights (OHR); and • Submit reports on workplace sexual harassment to the OHR by July 1 every year. <p>All employers (not just those with tipped workers) must display a poster that contains the website address, a list of the anti-discrimination, labor, and federal laws; the hourly minimum wage; and the hourly tipped minimum wage.</p>
Timing/Frequency	<ul style="list-style-type: none"> • Employers must provide an OHR-approved sexual harassment course to all employees, managers, owners, and operators by December 13, 2019; • Nonmanagerial new hires must receive training in person or online no later than 90 days after the date of hire, unless the employee received training within the last two years. • Nonmanagerial employees who were hired prior to December 13, 2018, as well as owners and operators, have two years to attend. • Managers must be trained at least once every two years.
Type of Training	<ul style="list-style-type: none"> • All employers, business owners, and operators of businesses who employ tipped workers must attend in-person or online training annually. • Managers must attend in-person training annually. • Nonmanagerial employers must have the opportunity to attend in-person or online training at least once. • Employers must provide an OHR-approved sexual harassment course to all employees, managers, owners, and operators by December 13, 2019.
Training Content	<p>All employees of employers that have tipped workers must undergo sexual harassment prevention training, which, at a minimum, includes the following:</p> <ul style="list-style-type: none"> • The training must include how to respond to sexual harassment by coworkers, management, and patrons. • The Office of Human Rights must provide the sexual-harassment prevention training course to employees, or it may certify a list of providers who may provide the training. Employers must submit certification to the OHR for any employee, manager, owner, or operator of a business who completed a training provided by a certified trainer within 30 business days after completion of the training. The OHR must maintain records of each individual who took the training for five years.
Record-Keeping	<ul style="list-style-type: none"> • Covered employers must submit completed training certifications to the OHR for all employees within 30 days of completion. • Employers must begin documenting all instances of sexual harassment that were reported to management, including whether the reported harasser was a nonmanagerial employee, managerial employee, owner, or operator. • Employers are required to report the number of instances of sexual harassment reported to management and state the total number of reported harassers that are nonmanagerial employees, managerial employees, owners, or operators to the OHR by July 1, 2019, and annually after that.
Additional Resources	<p>For more information, please visit the District of Columbia's Department of Human Resources website. To learn more about HR Knowledge's Turn-Key Sexual Harassment Prevention Solution, please contact us at info@hrknowledge.com.</p>