

CONNECTICUT

STATE HARASSMENT PREVENTION TRAINING REQUIREMENTS

Covered Employers	Employers with three or more employees must provide training to all employees. Employers with fewer than three employees must provide the required training to their supervisory employees.
Covered Employees	Employees physically working in Connecticut (given the employer has at least three employees in total nationwide). For example, 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.
Notice/ Policy	All Connecticut employers with three or more employees must provide each new employee, within three months after their start date, a copy of the written information on sexual harassment. The Connecticut Commission on Human Rights and Opportunities (CHRO) has issued a model poster that employers may use to satisfy the existing requirement to display information in the workplace.
Timing/ Frequency	All current employees are required to complete two hours of training and education. Additional training must be completed once every 10 years. Employers must provide two hours of training and education to new employees within six months of their start date.
Type of Training	The language of the statute requires the training to be interactive. Meaning 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.
Training Content	Under the new law, the required training program for all employees must be at least two hours long and include information about: <ul style="list-style-type: none">• Federal and state law provisions that prohibit sexual harassment; and• The remedies available to victims of sexual harassment. Employers can use an outside party or system that meets the training requirements or they can utilize the CHRO Sexual Harassment Prevention Model Training .
Record Keeping	Keeping records of the training conducted is recommended for one year.
Additional Resources	For more information, please visit the CHRO's website . To learn more please visit our State Sexual Harassment Prevention Training Interactive Map . To learn more about HR Knowledge's Turn-Key Sexual Harassment Prevention Solution, please contact us at info@hrknowledge.com .