

## SEXUAL HARASSMENT PREVENTION STATE TRAINING COMPLIANCE MATRIX *for both the public and private sectors, by state*

This Sexual Harassment Prevention Training Compliance document is provided as a resource for HR and L&D professionals who are interested in offering (or are mandated by law to provide) sexual harassment prevention training. For training compliance, our recommended solution is detailed in the following pages, and includes our new Media Partners programs, [\*Once & For All: Stopping Sexual Harassment at Work for Employees\*](#) and [\*Once & For All: Stopping Sexual Harassment at Work for Managers\*](#).

**There are currently 5 states (and 1 pending) with mandated sexual harassment training requirements for private employers:**

1. Connecticut (1992/updated 2019)
2. California (2004/updated 2018)
3. Delaware (2018)
4. Illinois (legislation pending)
5. Maine (1991)
6. New York/New York City (2018/updated 2019)
7. Washington DC (Businesses who employ tipped workers 2018)

For each of these states, we have included the following:

1. Brief summary of the Sexual Harassment Training Laws for each state
2. State-specific compliance matrix (except Maryland) that:
  - Highlights employee and manager training topics required by law for each state.
  - Identifies how our new release *Once & For All: Stopping Sexual Harassment at Work* and its supporting training materials (Leader's Guides, Employee Handbook, and Manager Handbook) fulfill specific state compliance requirements.
  - Shows the role an organization's trainer/facilitator plays in ensuring that the sexual harassment prevention training program meets each state's training requirements.

**There are currently 11 states that encourage or recommend sexual harassment training for private employers:**

1. Hawaii
2. Idaho
3. Maryland
4. Massachusetts
5. Nebraska
6. Oregon
7. Rhode Island
8. South Dakota
9. Vermont
10. West Virginia
11. Wisconsin

**For information about your state, see  
*Sexual Harassment Prevention Training Requirements*  
on the following pages.**

It is important to note that Media Partners helps organizations meet the sexual harassment prevention *training* regulations. However, in all cases, the organization also has training responsibilities that only it can fulfill, such as providing the company's contact information for filing a complaint. Moreover, the employer has other responsibilities to ensure compliance with the overall regulations, such as state reporting requirements. These are not areas that Media Partners addresses. In addition, Media Partners does not advocate the disciplinary repercussions for sexual misconduct or sexual harassment in the workplace, or for filing a false complaint. If you need counsel or advice on inappropriate conduct, sexual misconduct, or potential sexual harassment matters, consult legal counsel. In summary, **this document is not a substitute for legal and/or professional advice.** To ensure complete compliance, consult legal/professional experts.

## Sexual Harassment Prevention Training Requirements, By State

State	Mandated Sexual Harassment Training?	OFA* Solution	State Resource
Alabama	Training not required.		<a href="https://labor.alabama.gov/Equal_Opportunity.aspx">https://labor.alabama.gov/Equal_Opportunity.aspx</a>
Alaska	Training not required.		<a href="https://humanrights.alaska.gov/">https://humanrights.alaska.gov/</a>
Arizona	Training not required.		<a href="https://eo.azgovernor.gov/eo/state-equal-opportunity-guidelines-and-manual">https://eo.azgovernor.gov/eo/state-equal-opportunity-guidelines-and-manual</a>
Arkansas	Training not required.		
<a href="#">California</a>	Training required for all employees.	OFA-CA	<a href="https://www.dfeh.ca.gov/">https://www.dfeh.ca.gov/</a>
Colorado	Training not required.		<a href="https://www.colorado.gov/pacific/dora/civil-rights">https://www.colorado.gov/pacific/dora/civil-rights</a>
<a href="#">Connecticut</a>	Training required for all employees.	OFA-CT	<a href="https://www.ctdol.state.ct.us/uitax/SexualHarass.pdf">https://www.ctdol.state.ct.us/uitax/SexualHarass.pdf</a>
<a href="#">Delaware</a>	Training required for all employees	OFA-GEN	
<a href="#">District of Columbia</a>	Training required for all employees of companies that employ tipped workers.	OFA-GEN (third-party)	<a href="https://www.mintz.com/insights-center/viewpoints/2019-02-dc-repeals-tipped-worker-wage-law-imposes-new-requirements">https://www.mintz.com/insights-center/viewpoints/2019-02-dc-repeals-tipped-worker-wage-law-imposes-new-requirements</a>
Florida	Training not required.		
Georgia	Training not required.		
Hawaii	Training not required but recommended. Employers are encouraged to “raise the subject” and take “other steps necessary to prevent sexual harassment from occurring.”	OFA-GEN	<a href="http://labor.hawaii.gov/hcrc/find-a-law/hawaii-administrative-rules-4/#12-46-109">http://labor.hawaii.gov/hcrc/find-a-law/hawaii-administrative-rules-4/#12-46-109</a>
Idaho	Training not required but recommended. Idaho Human Rights Commission recommends training saying that “employee training can go a long way towards discouraging improper conduct before it becomes serious enough to violate the law.”	OFA-GEN	<a href="https://humanrights.idaho.gov/Idaho-Law/Types-of-Discrimination/Sex">https://humanrights.idaho.gov/Idaho-Law/Types-of-Discrimination/Sex</a>
<a href="#">Illinois</a>	Training currently required for all state employees. Current Bill pending Governor signature for private sector. Bill requires training annually for all employees in workplaces with at least 1 employee.	OFA-GEN	<a href="https://www.nprillinois.org/post/all-illinois-employers-may-be-required-do-sexual-harassment-training#stream/0">https://www.nprillinois.org/post/all-illinois-employers-may-be-required-do-sexual-harassment-training#stream/0</a>
Indiana	Training not required.		<a href="https://www.in.gov/spd/2417.htm">https://www.in.gov/spd/2417.htm</a>
Iowa	Training required for some government employees.	OFA-GEN	<a href="https://icrc.iowa.gov/">https://icrc.iowa.gov/</a>
Kansas	Training required for some government employees.	OFA-GEN	<a href="http://www.khrc.net/">http://www.khrc.net/</a>
Kentucky	Training not required.		<a href="https://kchr.ky.gov/Pages/default.aspx">https://kchr.ky.gov/Pages/default.aspx</a>
Louisiana	Training required for some government employees.	OFA-GEN	<a href="https://www.pncpa.com/insights/louisiana-s-new-sexual-harassment-law-goes-into-effect-1-1-19-your-governmental-entity-ready/">https://www.pncpa.com/insights/louisiana-s-new-sexual-harassment-law-goes-into-effect-1-1-19-your-governmental-entity-ready/</a>
<a href="#">Maine</a>	Training required for all employees.	OFA-GEN	<a href="https://legislature.maine.gov/statutes/26/title26sec807.html">https://legislature.maine.gov/statutes/26/title26sec807.html</a>

State	Mandated Sexual Harassment training?	OFA* Solution	State Resource
Maryland	Training not required but recommended. In 2018, Maryland passed a sexual harassment disclosure law; while it does not mandate training, training as a prevention measure given the requirements of the law is encouraged.	OFA-GEN	
Massachusetts	Training not required but recommended. A bill has been introduced which would require sexual harassment prevention training annually.	OFA-GEN	<a href="https://www.mass.gov/orgs/massachusetts-commission-against-discrimination">https://www.mass.gov/orgs/massachusetts-commission-against-discrimination</a> <a href="https://malegislature.gov/Bills/191/H1345">https://malegislature.gov/Bills/191/H1345</a>
Michigan	Training not required.		<a href="https://www.michigan.gov/mdcr/">https://www.michigan.gov/mdcr/</a>
Minnesota	Training not required.		<a href="https://mn.gov/mdhr/">https://mn.gov/mdhr/</a>
Mississippi	Training required for all state employees.	OFA-GEN	<a href="https://www.mdhs.ms.gov/">https://www.mdhs.ms.gov/</a>
Missouri	Training not required.		<a href="https://labor.mo.gov/mohumanrights">https://labor.mo.gov/mohumanrights</a>
Montana	Training not required.		<a href="http://erd.dli.mt.gov/human-rights/human-rights">http://erd.dli.mt.gov/human-rights/human-rights</a>
Nebraska	Training not required but recommended.	OFA-GEN	<a href="http://www.neoc.ne.gov/harrasment/harrasment.html">http://www.neoc.ne.gov/harrasment/harrasment.html</a>
Nevada	Training required for all state employees.	OFA-GEN	<a href="https://detr.nv.gov/">https://detr.nv.gov/</a>
New Hampshire	Training not required		<a href="https://www.nh.gov/hrc/">https://www.nh.gov/hrc/</a>
New Jersey	Training required for all state employees	OFA-GEN	<a href="https://www.nj.gov/oag/dcr/index.html">https://www.nj.gov/oag/dcr/index.html</a>
New Mexico	Training not required		<a href="https://www.dws.state.nm.us/">https://www.dws.state.nm.us/</a>
<a href="#">New York and NYC</a>	Training required for all employees.	OFA-NY	<a href="https://www.ny.gov/combating-sexual-harassment-workplace/employers">https://www.ny.gov/combating-sexual-harassment-workplace/employers</a> <a href="https://www1.nyc.gov/site/cchr/law/sexual-harassment-training-faqs.page">https://www1.nyc.gov/site/cchr/law/sexual-harassment-training-faqs.page</a>
North Carolina	Training required for all state employees.	OFA-GEN	<a href="https://oshr.nc.gov/policies-forms/eo/unlawful-workplace-harassment">https://oshr.nc.gov/policies-forms/eo/unlawful-workplace-harassment</a>
North Dakota	Training not required.		
Ohio	Training not required but recommended.	OFA-GEN	<a href="http://codes.ohio.gov/oac/4112-5">http://codes.ohio.gov/oac/4112-5</a>
Oklahoma	Training required for some government employees.	OFA-GEN	<a href="http://www.oag.ok.gov/civil-rights-enforcement-unit">http://www.oag.ok.gov/civil-rights-enforcement-unit</a>
Oregon	Training not required but recommended.	OFA-GEN	<a href="https://www.oregon.gov/BOLI/CRD/Pages/index.aspx">https://www.oregon.gov/BOLI/CRD/Pages/index.aspx</a>
Pennsylvania	Training required for all state employees.	OFA-GEN	<a href="https://www.phrc.pa.gov/About-Us/Pages/Training-and-Education.aspx">https://www.phrc.pa.gov/About-Us/Pages/Training-and-Education.aspx</a>
Rhode Island	Training not required but recommended within first year of hire.	OFA-GEN	
South Carolina	Training not required		<a href="https://schac.sc.gov/employment-discrimination/prohibited-practices-discrimination-types/sexual-harassment">https://schac.sc.gov/employment-discrimination/prohibited-practices-discrimination-types/sexual-harassment</a>
South Dakota	Training not required but recommended.	OFA-GEN	<a href="https://dlr.sd.gov/human_rights/sexual_harrasment.aspx">https://dlr.sd.gov/human_rights/sexual_harrasment.aspx</a>
Tennessee	Training required for all state employees. The state Human Resources Dept is required to assist each state department in the planning and conducting of SH training.	OFA-GEN	<a href="https://www.tn.gov/humanrights.html">https://www.tn.gov/humanrights.html</a>

State	Mandated Sexual Harassment raining?	OFA* Solution	State Resource
Texas	Training is required for all state employees. Sexual harassment prevention is part of employment discrimination training which is required within 30 days of employment and every two years.		<a href="https://twc.texas.gov/jobseekers/employee-rights-laws">https://twc.texas.gov/jobseekers/employee-rights-laws</a>
Utah	Training is required for all state employees. Training must be approved by the Department of Human Resource Management and must be offered within 90 days of hire and then every 3 years.		<a href="https://laborcommission.utah.gov/">https://laborcommission.utah.gov/</a> <a href="https://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/employment_discrimination.html">https://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/employment_discrimination.html</a>
Vermont	Training not required but recommended within first year of hire.	OFA-GEN	<a href="https://hrc.vermont.gov/">https://hrc.vermont.gov/</a>
Virginia	Training required for some government employees.	OFA-GEN	<a href="https://www.oag.state.va.us/programs-initiatives/human-rights">https://www.oag.state.va.us/programs-initiatives/human-rights</a>
Washington	Training required for all state employees and encouraged for private sector.	OFA-GEN	<a href="https://www.hum.wa.gov/">https://www.hum.wa.gov/</a>
West Virginia	Training not required but recommended.	OFA-GEN	<a href="https://hrc.wv.gov/Pages/default.aspx">https://hrc.wv.gov/Pages/default.aspx</a>
Wisconsin	Training not required but recommended.		<a href="https://dwd.wisconsin.gov/er/civil_rights/discrimination/harassment.htm">https://dwd.wisconsin.gov/er/civil_rights/discrimination/harassment.htm</a>
Wyoming	Training not required.		<a href="http://wyomingworkforce.org/businesses/labor/">http://wyomingworkforce.org/businesses/labor/</a>

*\*OFA is the acronym for Media Partners sexual harassment prevention program, Once & For All: Stopping Sexual Harassment at Work*

## Sexual Harassment Training Laws for California

**California** (As of October 2018, training is now required for *managers and employees*)

- SB 1343 signed into law on October 1, 2018 requires training for employees. **It updates AB 1825 and goes into effect January 2019**
  - Requires Sexual Harassment (SH) training for employers with 5 or more employees in the state (including temporary and seasonal employees)
  - Employees must receive at least 1 hour of training every 2 years
  - Managers must receive at least 2 hours of training every 2 years
  - All employees must be trained by January 2020 and then every 2 years
  - Temporary and seasonal employees must be trained within 30 days
  - New supervisors must be trained within 6 months of hire as supervisor

AB 1825 is part of the Fair Employment and Housing Act and requires sexual harassment training for managers

--Amendment AB 2053, enacted in 2015, adds abusive conduct as a mandatory training requirement

--SB 396, enacted in January, 2018, adds gender identity, gender expression, LGBT, and sexual orientation as part of sexual harassment training

--SB 1343, enacted in October 2018, adds training requirement for employees

### California Training Requirements and *Once & For All Matrix – California Version*

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	CA	Once & For All, Manager & Employee-CA	Instructor Responsibility	Organization Responsibility
<b>ABOUT THE TRAINING</b>				
Content must be created by a trainer	X	X		
Training must be interactive	X	X	X The Leader’s Guide is designed with interactive content; it is the trainer’s responsibility to ensure the workshop is interactive.	X The eLearning course is interactive; however, the employer must provide contact information for a sexual harassment Subject Matter Expert (SME) so questions during eLearning can be addressed.

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager & Employee-CA	Instructor Responsibility	Organization Responsibility
<b>TOPICS</b>				
1) Define unlawful sexual harassment (Federal-Title VII)	X	X		
2) Define unlawful sexual harassment (CA FEHA)	X	X	X The trainer should highlight CA law during the workshop, specifically the change in the legal standard for Hostile Work Environment.	
3) Define types of SH and explains removal of severe and pervasive standard	X	X		
4) Harassment based on gender, pregnancy, sexual orientation	X	X		
5) Harassment based on gender identity, gender expression, LGBT	X	X		
6) Examples of conduct that constitutes sexual harassment	X	X		
7) How to prevent SH	X	X		
8) How to report SH internally	X	X	X The Leader’s Guide and Handbook outline a general process. The trainer should provide company-specific steps.	X The eLearning and Handbook provide a general process. The Employer should provide company-specific steps.
9) Liability	X	X		
10) Formal complaint process/contact information for CA	X	X	X The Handbook provides a general discussion. The trainer should provide specific contact information.	X The Handbook provides a general discussion. The Employer should provide specific contact information.
11) Employee recourse	X	X	X The Handbook provides a general discussion about recourse. If applicable, the trainer should also provide specific information about recourse.	X The Handbook provides a general discussion about recourse. If applicable, the employer should also provide specific information about recourse.

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager & Employee-CA	Instructor Responsibility	Organization Responsibility
	<b>CA</b>			
12) Remedies available to victims	X	X	X The Handbook provides a general discussion. If applicable, the trainer should also provide specific information about remedies.	X The Handbook provides a general discussion. If applicable, the employer should also provide specific information about remedies.
13) Limited confidentiality	X	X		
14) Protection against retaliation	X	X		
15) Effect of harassment	X	X		
16) Abusive conduct	X	X		
17) Written complaint process and disciplinary actions	X		X The trainer should provide employees with company-specific process and disciplinary actions.	X The Employer should provide employees with company-specific process and disciplinary actions.
18) Written policies	X	X	X The trainer should provide company-specific policies; in addition, the Leader’s Guide provides general sample policies in the Manager course that can be customized.	X The Employer should provide company-specific policies; in addition, the eLearning provides general sample policies in the Manager course that can be customized.
19) Manager’s conduct (manager module)	X	X		
20) Taking a complaint (manager module)	X	X	X The workshop provides a general process. The trainer should provide the company-specific steps for receiving a complaint.	X The eLearning provides a general process. The Employer should provide the company-specific steps for receiving a complaint.
21) Mandatory reporting (manager module)	X	X		
22) What to do if accused of harassment (manager module)	X	X		
23) Examples of conduct constituting sexual harassment	X	X		



## Sexual Harassment Training Laws for **Connecticut**

**Connecticut** (training is required for *all employees*)

- SB 1111 and SB 3 passed June 2019
- **Effective October 1, 2019, new law requires CT employers to train *all employees*.** This is a change from previous requirements of manager training only in companies with 50 or more employees.
- **Employers with three or more employees must now provide two hours of sexual harassment training to all employees.**
  - Existing employees must be trained by October 1, 2020.
  - Effective October 2019, new hires must be trained within 6 months of hire.
  - Training should include harassment
- **Employers with two employees, including family businesses where a family member is employed by a spouse, parent, or child must provide two hours of sexual harassment training to supervisory employees.**
  - Existing employees must be trained by October 1, 2020.
  - Effective October 2019, new hires must be trained within 6 months of assuming a supervisory role.
- Failure to provide training will be subject to fines.
- Training must be updated every 10 years – not a 2-hour requirement, but rather supplemental training.
- Employees and managers trained since October 2018 DO NOT need to be trained a second time.

**Connecticut Training Requirements and *Once & For All – General Version* (for employees) and *CT Version* for managers\***

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager CT & Employee-GEN	Instructor Responsibility	Organization Responsibility
<b>TOPICS</b>				
1) Define unlawful sexual harassment (Federal-Title VII)	X	X		
2) Define unlawful sexual harassment (CT General Statutes)	X		X The trainer should highlight CT law during the workshop. Employers may also define this as part of their policy.	X This is not included in the General version of eLearning or the General Handbook for employees; however, it is included in the CT version of eLearning for managers. Employers may define this as part of their policy.
3) Define types of SH	X	X		

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
CT		Once & For All, Manager CT & Employee-GEN	Instructor Responsibility	Organization Responsibility
4) Examples of conduct that constitutes sexual harassment	X	X		
5) Harasser or victim can be male, female, or same sex	X	X		
6) How to report SH internally	X	X	X The workshop provides a general process. The trainer should provide employees with company-specific steps.	X The eLearning provides a general process. The Employer should provide employees with company-specific steps.
7) Formal complaint process/contact information for CT	X		X The Handbook provides a general discussion. The trainer should provide specific contact information.	X The Handbook provides a general discussion. The Employer should provide specific contact information.
8) Employee recourse	X		X The Handbook provides a general discussion about recourse. If applicable, the trainer should also provide specific information about recourse.	X The Handbook provides a general discussion about recourse. If applicable, the Employer should also provide specific information about recourse.
9) Remedies available to victims including cease and desist orders, hiring, promotion or reinstatement, compensatory damages, and back pay	X		X The Handbook provides a general discussion. If applicable, the trainer should also provide specific information about remedies.	X The Handbook provides a general discussion. If applicable, the Employer should also provide specific information about remedies.
10) Advisement that illegal sexual harassment is subject to civil and criminal penalties	X		X The trainer should include this advisement in the workshop.	X This is not included in the General version of eLearning or the General Handbook for employees. However, it is included in the CT version of eLearning for managers.
11) Strategies to prevent sexual harassment at work	X	X		
12) Effects of sexual harassment	X	X		

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager CT & Employee-GEN	Instructor Responsibility	Organization Responsibility
	<b>CT</b>			
13) Taking a complaint (manager module)	X	X	X The workshop provides a general process. The trainer should provide the company-specific steps for receiving a complaint.	X The eLearning provides a general process. The Employer should provide the company-specific steps for receiving a complaint.
14) Limited confidentiality (manager module)	X	X		
15) Prohibition against retaliation (manager module)	X	X		

\* CT version for managers in development and due to be available 4Q 2019. Training for CT employees will follow.

## Sexual Harassment Training Laws for Delaware

**Delaware** (training is required for *managers and employees*)

- HB 360 signed August 2018; **effective January 1, 2019**, creates a new section to the Delaware Discrimination in Employment Act (DDEA) that focuses specifically on sexual harassment.
- **Requires sexual harassment training for employers with at least 50 employees in the state** (includes unpaid interns and apprentices, but does not include independent contractors or employees who work less than 6 months)
  - New employees must be trained within 1 year of hire and every 2 years (but not until they have been employed for 6 months)
  - New supervisors must be trained within 1 year of hire as supervisor
  - Existing employees and managers must be trained by January 1, 2020, and then every 2 years

### Delaware Training Requirements and *Once & For All – General Version*

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	DE	Once & For All, Manager & Employee-GEN	Instructor Responsibility	Organization Responsibility
<b>TOPICS</b>				
1) Define unlawful sexual harassment	X	X		
2) Define types of SH	X	X		
3) Examples of conduct that constitutes sexual harassment	X	X		
4) How to report SH internally	X	X	X The workshop provides a general process. The trainer should provide employees with company-specific steps.	X The eLearning provides a general process. The Employer should provide employees with company-specific steps.
5) Formal complaint process/contact information for DE	X		X The Handbook provides a general discussion. The trainer should provide specific contact information.	X The Handbook provides a general discussion. The Employer should provide specific contact information.
6) Protection against retaliation	X	X		
7) Manager's role in prevention and correction of sexual harassment	X	X		

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager & Employee-GEN	Instructor Responsibility	Organization Responsibility
	<b>DE</b>			
8) Prohibition against retaliation (manager module)	X	X		
9) Examples of conduct constituting sexual harassment	X	X		

## Sexual Harassment Training Laws for the **District of Columbia**

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**Washington DC** (training is required for *all employees in a business that employs tipped workers*)

- In October 2018, the District of Columbia passed the Tipped Wage Workers Fairness Amendment Act of 2018.
  - Effective December 2020, companies which employ tipped workers must train all their employees including owners, operators, managers and employees about how to respond to, intervene in, and prevent sexual harassment by co-workers, management, and customers.
  - Employees may take the training in-person or online every 2 years.
  - Managers must take the training in-person, every two years.
  - New employees must be trained within 90 days of hire unless the new employee has been trained within the previous two years.
  - For a customer to use OFA, it must be certified by the Office of Human Rights (OHR).
  - OHR will maintain records for each employee's training (OHR training or certified non-OHR training) for 5 years.
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## Sexual Harassment Training Laws for **Illinois**

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**Illinois** (training is required for *managers and employees*)

- Legislation passed in June 2019, pending Governor signature, would require all employees (including workplaces with one employee) to go through sexual harassment prevention training annually.
- Law would go into effect July 2020

## Sexual Harassment Training Laws for **Maine**

**Maine** (training is required for *managers and employees*)

- Sexual harassment is a violation of the Maine Human Rights Act which also protects employees from harassment and discrimination based on sexual orientation, gender identity, and gender expression
- **Requires sexual harassment training for employers with at least 15 employees in the state**
- New employees must be trained with a year of hire
- New managers must be trained within a year of hire as supervisor

### Maine Training Requirements and *Once & For All – General Version*

		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
		Once & For All, Manager & Employee-GEN	Instructor Responsibility	Organization Responsibility
	<b>ME</b>			
<b>TOPICS</b>				
1) Define unlawful sexual harassment (Federal-Title VII)	X	X		
2) Define unlawful sexual harassment (Maine Human Rights Act)	X		X The trainer should highlight ME law during the workshop.	X This is not included in the General version of eLearning or the General Handbook. Employers often define this as part of their policy.
3) Define types of SH	X	X		
4) Examples of conduct that constitutes sexual harassment	X	X		
5) How to report SH internally	X	X	X	X The eLearning provides a general process. The Employer should provide employees with company-specific steps.
6) Formal complaint process/ contact information for ME	X		X	X The Handbook provides a general discussion. The Employer should provide specific contact information



		Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	ME	Once & For All, Manager & Employee-GEN	Instructor Responsibility	Organization Responsibility
7) Protection against retaliation	X	X		
8) Manager’s role in prevention of harassment	X	X		
9) Manager’s role in addressing sexual harassment complaints	X	X		
10) Prohibition against retaliation (manager module)	X	X		
11) Examples of conduct constituting sexual harassment	X	X		
12) Compliance checklist to ensure training requirements and recording requirements are met (provided by the Maine Department of Labor)	X		X This is not included in the Leader’s Guide. Employers should provide.	X This is not included in the General version of eLearning or the General Handbook. Employers should provide.

## Sexual Harassment Training Laws for **New York & NYC**

### **New York** (training is required for *managers and employees*)

- HRL 296 signed April 2018; **effective October 9, 2018 (Updated June 2019)**
- Eliminates “severe or pervasive standard” of hostile work environment definition.
- Protects domestic workers and independent contractors from all forms of harassment and discrimination, not just sexual harassment.
- **Requires SH training for ALL employers, regardless of size**
  - **All employees and managers must be trained by October 9, 2019, and then annually**
  - New employees must be trained within 30 days of hire and then annually
  - New managers must be trained within 30 days of new position and then annually
  - All Part Time employees including employees who work just 1 day (even if they are based out of state)
  - Employees who work in New York even though their company is headquartered out of state
  - Contractors who bid on NY State contracts must certify under penalty of perjury that they have provided annual sexual harassment training to all employees, even those outside of the state

### **New York City** (training is required for *managers and employees*)

- Stop Sexual Harassment in New York City Act signed April 2018; **effective April 2019**
- **Requires SH training for employers with 15 or more employees in the City (including interns)**
  - **All employees and managers must be trained by April 1, 2020** (but State mandate is Oct 2019)
  - New employees must be trained within 90 days of hire and then every year
  - New managers must be trained within 6 months of new position and then every year

### **New York/New York City Training Requirements and *Once & For All – New York Version***

			Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
			Once & For All, Manager & Employee-NY/NYC	Instructor Responsibility	Organization Responsibility
<b>ABOUT THE TRAINING</b>	<b>NY</b>	<b>NYC</b>			
Content must be created by a trainer	X		X		

			Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
			Once & For All, Manager & Employee-NY/NYC	Instructor Responsibility	Organization Responsibility
Training must be interactive	NY X	NYC	X	X The Leader’s Guide is designed with interactive content; it is the trainer’s responsibility to ensure the workshop is interactive.	X The eLearning course is interactive; however, the Employer must provide contact information for a sexual harassment Subject Matter Expert (SME) so questions during eLearning can be addressed.
<b>TOPICS</b>					
1) Define unlawful sexual harassment (Federal-Title VII)	X	X	X		
2) Define unlawful sexual harassment (NY state law)	X		X		
3) Define unlawful sexual harassment (NYC law)		X	X		
4) Define types of SH	X	X	X		
5) Harassment based on gender, pregnancy, sexual orientation	X	X	X		
6) Harassment based on gender identity, gender expression, LGBT	X	X	X		
7) Examples of conduct constituting sexual harassment	X	X	X		
8) Sex stereotyping	X		X		
9) How to prevent SH	X	X	X		
10) How to report SH internally	X	X	X	X The Leader’s Guide and Handbook outline a general process. The trainer should provide company-specific steps.	X The eLearning and Handbook provide a general process. The Employer should provide company-specific steps.

			Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
			Once & For All, Manager & Employee-NY/NYC	Instructor Responsibility	Organization Responsibility
	NY	NYC			
11) Liability	X	X	X		
12) Formal complaint process/contact information for NY/NYC	X	X	X	X The Handbook provides a general discussion. The trainer should provide specific contact info.	X The Handbook provides a general discussion. The Employer should provide specific contact info.
13) Employee recourse	X	X	X	X The Handbook provides a general discussion about recourse. If applicable, the trainer should also provide specific information about recourse.	X The Handbook provides a general discussion about recourse. If applicable, the Employer should also provide specific information about recourse.
14) Remedies available to victims	X	X	X	X The workshop provides a general discussion. If applicable, the trainer should also provide specific information about recourse.	X The eLearning provides a general discussion. If applicable, the Employer should also provide specific information about recourse.
15) Limited confidentiality	X	X	X		
16) Protection against retaliation	X	X	X		
17) Employer obligation to protect non-employees from sexual harassment by employee		X	X		
18) Effect of harassment	X	X	X		
19) Bystander intervention		X	X		
20) Written complaint process	X	X		X The trainer should provide employees with company-specific process and disciplinary actions.	X The Employer should provide employees with company-specific process and disciplinary actions.

			Media Partners	Employer Responsibility – Instructor-Led Training	Employer Responsibility – eLearning Self-Paced Training
	NY	NYC	Once & For All, Manager & Employee-NY/NYC	Instructor Responsibility	Organization Responsibility
21) Written policies	X	X	X	X The trainer should provide company-specific policies; however, the Leader’s Guide provides general sample policies in the Manager course that can be customized.	X The Employer should provide company-specific policies; however, the eLearning provides general sample policies in the Manager course that can be customized.
22) Manager’s conduct (manager module)	X	X	X		
23) Taking a complaint (manager module)	X	X	X	X The workshop provides a general process. The trainer should provide the company-specific steps for receiving a complaint.	X The eLearning provides a general process. The Employer should provide the company-specific steps for receiving a complaint.
24) Mandatory reporting (manager module)	X		X	X The Handbook provides a general discussion about mandatory reporting. The trainer should discuss during the workshop. Employers may also include this as part of their policy.	X The Handbook provides a general discussion about mandatory reporting. Employers may include this as part of their policy.
25) Removes the standard and pervasive requirement for hostile work environment	X	X	X		

## Sexual Harassment Training in **Maryland**

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### Maryland

- Disclosing Sexual Harassment in the Workplace Act of 2018 signed into law May 2018;  
**effective Oct 1, 2018**
- Requires employers with 50 employees or more to disclose sexual harassment allegations and settlements
  - Employers must submit survey responses about allegations/settlements to the Maryland Commission on Civil Rights (MCCR) by July 1, 2020 and again by July 1, 2022
  - MCCR will publish data about employers' number of settlements on website
- Prohibits employers of any size from waiving an employee's right to report sexual harassment
- **No legal training requirement; however, employers are encouraged to conduct additional sexual harassment training and review employment policies**