

Sexual Harassment Prevention Training

This will serve as a reminder that all employers in California are subject to the revised state requirements regarding sexual harassment. There are five actions that all employers must take before the end of the year. There is an additional training requirement for employers with any combination of 5 or more full and part-time employees. In an effort to help you comply, we developed the following step-by-step guide utilizing a variety of resources provided by the State of California, Contra Costa NECA and Sweeney, Mason, Wilson and Bosomworth.

- **Compliance Item 1:** distribute the two-page publication provided by the Department of Fair Employment and housing to all of your employees. You can find the DFEH-185-ENG/ December 2018 here ([link #1 – here](#)). Include with a paycheck/paystub and/or direct email. ***This is also the base document that outlines the six steps most employers need to take.***
- **Compliance Item 2:** Post a copy of the Department of Fair Employment and Housing poster entitled “California Law Prohibits Workplace Discrimination and Harassment” which you can find here ([link #2 – here](#)). This should be posted where other such notices are commonly posted, including job trailers where applicable.
- **Compliance Item 3:** Develop a harassment, discrimination and retaliation prevention policy in accordance with California law (CCR11023). Again, the government has provide a model publication ([link #3 – model publication](#)) where you can simply plug in the name of your firm and your firm’s EEO Officer. The state has also provided a prevention guide that focuses on what to do and how to investigate a report of harassment or bad behavior which you can access here – ([link #4 – here](#)).
- **Compliance Item 4:** Distribute a copy of your policy (developed in item 3 above) to all employees and have them acknowledge receipt by any one of a number of methods. Also be sure that the policy and acknowledgement of receipt are included in your new hire package and that the policy is discussed at new hire orientation.
- **Compliance Item 5:** If ten percent or more of your employees at any given facility speak a language other than English, translate your policy into each language spoken by at least ten percent of the workforce.
- **Compliance Item 6:** If you have 5 or more full or part-time employees, you must provide at least one-hour of training to everyone in your employ and two-hours of training to every Supervisor. The training must be done by the end of the year and represents the most important, and costly element of compliance.

Sweeney, Mason, Wilson and Bosomworth recently developed a 'Question and Answer' document regarding the requirements of the training which you can access here ([link #5 – here](#)). You will note that computer-interactive training is allowed, and we recommend you at least consider the program developed by our National Office of NECA to comply with this leg of the requirement.

The NECA online training has been adapted and customized for several states meeting the individual requirements of each. This type of training is probably the best long-term approach to what is going to be a continuing process in your Human Resources function. The advantage is that your employees can take the training during normal business hours so that additional compensable time issues can be avoided. Beginning January 1, 2020, you must provide the training for new hires after 30 days or 100 work hours.

- The [2-hour Supervisor course](#) is available for \$38.00
- The [1-hour Supervisory course](#) is available for \$26.00

The easiest way for you to take advantage of the NECA training is to have the individual responsible for compliance contact Juanita Mitchell at the Chapter office. She can walk you through the process of setting up an employee list for your company and monitoring the successful completion of the class including the Certificates of Completion on the NECA website.