

News Article: New York State Employers required to provide sexual harassment prevention training

April 2019/By Tracy Rickett, UNY Human Resources Generalist

New York State employers must provide employees with sexual harassment prevention training upon hire and on an annual basis. For this year, the training must be completed by all current employees and new hires by October 9, 2019. Once the initial training is complete, the employer can decide the timing of the annual training (calendar year, anniversary date, or any other date). Employers are encouraged to track completion of training through attendance sheets or some other manner for audit purposes.

In addition to the sexual harassment prevention training requirement, each employer is required to have a [sexual harassment prevention policy](#) in place. This policy should be shared with employees prior to the training. If you have yet to create a sexual harassment prevention policy, [click here](#) to learn more.

Please note that the Safe Sanctuaries training does not exempt churches from the New York State sexual harassment prevention training requirements.

#### **Training Options:**

[Click here for free training materials](#) available from New York State. Training materials are available in a variety of languages and should be provided in the employee's primary language. Please note the training materials provided by New York State do not alone meet the interactive requirement. If you choose to use the New York State training materials, you will need to add to it to meet the interactive requirement.

The Conference provided ESI [EAP](#) program offers free training for New York State sexual harassment prevention that meets the New York State training requirements. The participant must be eligible for the EAP plan. [Click here](#) to see if you are eligible for the ESI EAP plan.

There are several training providers that offer New York state sexual harassment prevention training in an online format that meets the New York State training requirements. [Evolve E-Learning](#) and [HRdirect](#) are suggested providers. Please note these vendors will charge a fee for the training.

#### **Conference Contact:**

If you have any questions regarding the New York State sexual harassment prevention requirements, please contact Tracy Rickett, Human Resources Generalist, at 315-898-2017 or [TracyRickett@unyumc.org](mailto:TracyRickett@unyumc.org).