Engage PEO Client Alert:

Connecticut: Sexual Harassment Prevention Training Deadline Extension

The deadline to complete sexual harassment prevention training required by the Time's Up Act has been extended by 90 days, to January 1, 2021 by the Connecticut Commission on Human Rights and Opportunities (CHRO).

Overview

As you may recall from our previous alerts, the Time's Up Act requires employers of all sizes to provide sexual harasharsment prevention training to supervisors by the deadline (or within six months of their assumption of supervisory duties). Employers with at least three employees must provide the same training to **all employees**, not only supervisors, also **by the deadline (or within six months of hire)**.

Employers do not have to request permission for this 90-day extension and will have until January 1, 2021, to complete training their workforce. However, **employees who have been hired since October 1, 2019, are still required to be trained within six months.**

Connecticut CHRO Webinar Training

- The CHRO has made a sexual harassment prevention webinar available to employers that will meet the compliance requirements for Connecticut. **A link to the page with the Online Training Course can be accessed here**.
- Clients can decide how they wish to notify employees of this training requirement and on what schedule the training must be taken. **The link to the training webinar can be provided in any way that best suits employees/ the organization** but clients must **ensure the respective training deadlines are met** for each employee.
- It is recommended that clients meet their internal deadlines at least two months prior to the deadline, in case non-compliance issues need to be addressed.

Proof of Attendance – Sexual Harassment Prevention Training Certificate

- To prove attendance, employees will need to complete a CHRO Sexual Harassment Prevention T**raining Certificate of Completion Request Form** to receive a Certificate of Completion. A link to the form can be accessed here. **A link to the form can be accessed here.**
- Once the employee obtains and provides you with the Certificate of Completion, you should **retain it in the employee's personnel file**. Clients are encouraged to maintain any such records for a minimum of three years, of if a discriminatory practice complaint is filed involving personnel trained, until such time as such complaint is finally resolved.
- Clients must ensure that all employees take a compliant training before the compliance year expiration date.

If you have questions, please contact your Engage HR Consultant.