**Guidance for Implementing Sexual Harassment Training at Your Library**

All employees, volunteers, and trustees must complete interactive sexual harassment training that meets the minimum standards by October 9, 2019. Training may be done as a group or on an individual basis.

**Minimum Training Standards Checklist**

The sexual harassment training **must**:

1. Include an explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
2. Include information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to targets of sexual harassment;
3. Include information concerning employees’ rights of redress and all available forums for adjudicating complaints;
4. Include information addressing conduct by managers/supervisors and additional responsibilities for managers/supervisors;
5. Include examples of unlawful sexual harassment; and
6. Be interactive.

Examples of interactive participation include:

* If the training is web-based, it has questions at the end of a section and the employee must select the right answer;
* If the training is web-based, the employees have an option to submit a question online and receive an answer immediately or in a timely manner;
* In an in-person or live training, the presenter asks the employees questions or gives them time throughout the presentation to ask questions;
* **Web-based or in-person trainings that provide a Feedback Survey for employees to turn in after they have completed the training**. **(Recommended by CCLS)**

Note: Any one of the above examples would meet the minimum requirement for being interactive.

An employer that does not use the NYS model training -- developed by the State Department of Labor and State Division of Human Rights -- must ensure their training meets or exceeds the minimum standards.

**Employees, volunteers and trustees must continue to be trained at least once per year.** In subsequent years, this may be based on the calendar year, anniversary of each individual’s start date, or any other date the employer chooses. Employers may take appropriate administrative remedies to ensure compliance.

**As employers may be liable for the actions of *NEW* employees, volunteers and trustees immediately upon “hire”, the State encourages their training as soon as possible.** The library’s board-approved sexual harassment policy should be distributed to ***NEW*** employees, volunteers and trustees prior to commencing “work.”

**CCLS Recommended Training Steps:**

1. **View NYS Sexual Harassment Training Video: Part 1 (NYS provided)**
	1. Time: 20 minutes.
	2. Content covers minimum training standards checklist #1-4.
2. **Upon completion of the Training Video: Part 1, complete *ONE* of the two options listed below to meet minimum training standards checklist #5 – examples of unlawful sexual harassment.**
	1. **Review Training Case Studies Handout (Recommended by CCLS)** prepared by NYS Department of Labor and Department of Human Rights. Content was slightly modified to better reflect the library industry. Participants should read through all the case studies to gain a better understanding of what constitutes harassment. **OR**
	2. View NYS Sexual Harassment Prevention Training Video: Part 2 (NYS provided)
		* Time: 20 minutes.
		* Content NOT modified for the library industry. General workplace examples.
3. **Review your Library’s Sexual Harassment Policy and Complaint Form**
4. **Complete the Sexual Harassment Training Feedback Survey and Acknowledgement Form**
	1. Meets minimum training standards checklist #6 – be interactive.
	2. The completed form must be returned to the Library Director and/or Board of Trustees for review and response to any follow-up questions in writing in a timely manner.

**CCLS Recommended Training “Waiver” Steps:**

For employees, volunteers, and trustees that have completed sexual harassment training within the past year with another organization that meets the minimum standards AND request “waiving” your library’s training.

1. **Review your Library’s Sexual Harassment Policy and Complaint Form.**
2. **Complete the Sexual Harassment Training Attestation Form**
3. The completed form must be returned to the Library Director and/or Board of Trustees.

The library director or person responsible for retaining library records should file all completed Sexual Harassment Training Feedback Survey and Acknowledgement Forms and Sexual Harassment Training Attestation Forms in a file labeled “Sexual Harassment Training” for permanent record.

**Sexual Harassment Training Resources**

**Video Resource Links:**

[**NYS Sexual Harassment Training Part 1**](https://www.youtube.com/watch?v=sL7LwBsV9bM) **(Training Step #1)**

(Content covers minimum training standards checklist items #1-4)

**[NYS Sexual Harassment Training Part 2 (Training Step #2 - alternative option b.)](https://www.youtube.com/watch?v=1za7gs9S2H0)**

(Content covers minimum training standards checklist item #5)

**Training Case Studies Handout (Training Step #2 - alternative option a.)**

(Content covers minimum training standards checklist item #5)

**Forms:**

**Sexual Harassment Training Feedback Survey and Acknowledgement Form**

**(Library-provided training participant) (Training Step #4)**

(Minimum training standards checklist item #6)

**Sexual Harassment Training Attestation Form**

**(Library training waiver)**

**Additional Resource Links - NYS Combating Sexual Harassment Website:**

**[Sexual Harassment in the Workplace: Employers](https://www.ny.gov/combating-sexual-harassment-workplace/employers)**

[**Sexual Harassment in the Workplace: Employees**](https://www.ny.gov/combating-sexual-harassment-workplace/workers)

[**FAQ: Employers and Employees**](https://www.ny.gov/combating-sexual-harassment-workplace/combating-sexual-harassment-frequently-asked-questions#for-employers)