



CLIENT ALERT

ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING DEADLINE

The deadline for every employer in New York State to have provided sexual harassment prevention training to its employees is **October 9, 2019**.

As you may have seen from our [prior alert](#), effective October 9, 2018, all New York State employers, regardless of size, were required to establish a written sexual harassment prevention policy and implement annual sexual harassment prevention training to all employees. Employers had a year to conduct the training and the deadline is October 9, 2019.

As this deadline approaches, we remind you of a few nuances and requirements to ensure your compliance:

- The training must be interactive. This requires employee participation, such as allowing employees to ask questions and receive answers or having employees answer questions.
- The training must meet minimum standards. It must address specific topics and information, as explained in our [prior alert](#).
- Employees should be trained in the language they speak. Employers may have to provide training in both English and Spanish (or another language spoken by the employee).
- Employees must be paid for the time spent taking the training.
- Records of employee attendance/completion of sexual harassment prevention training should be maintained.

Both the New York City Commission on Human Rights and the New York State Department of Labor have published training materials for employers to use. The NYC training materials and notice/fact sheet can be accessed at the following link: <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>; and the New York State training materials can be accessed at the following link: <https://www1.nyc.gov/site/cchr/law/sexual-harassment-training-main.page>. However, these materials alone do not completely satisfy the applicable requirements. It is always beneficial for employers to customize their training to apply to their specific industry and unique workplace.

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EGS's Employment Law team can assist you with conducting the required training or assist you in the design and implementation of the training. If you have not already established a written sexual harassment prevention policy, EGS Employment Law team can assist with getting your company into compliance. If you have questions or would like additional information, please contact EGS's Employment Law Practice Group Leader, Amanda M. Fugazy at afugazy@egsllp.com or the primary EGS attorney with whom you work.



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