

Employee Training

- Does your state require employers to provide sexual harassment prevention training?

State	Covered employers	Employees who must be trained	Training requirements/ Frequency
US	<p>Both state and federal laws prohibit sexual harassment in the workplace. Title VII of the federal Civil Rights Act of 1964 prohibits sex discrimination in the workplace for employers with 15 or more employees. The U.S. Supreme Court has ruled that sexual harassment is a form of sex discrimination that violates Title VII.</p> <p>Although only a handful of states have laws requiring employers to train employees to identify and prevent harassment, training is critical for any employer that wants to reduce its liability for harassment and create a harassment-free workplace. Training teaches supervisors to properly address complaints of sexual harassment, educates the workforce on issues of sexual harassment and the prevention of potentially harassing situations, establishes the employer's policies, and provides the basis for an effective defense to sexual harassment claims.</p> <p>States that mandate training typically have specific requirements about what to include in training materials, how soon after hire or promotion employees must be trained, and how frequently employees must receive "refresher" training.</p>		
AL	No specific training requirement.	There is no provision for this topic in this state.	There is no provision for this topic in this state.
AK	No specific training requirement, however, state law prohibiting sexual harassment applies to all employers, regardless of size. <i>Citation: AS 18.80.010 et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
AZ	<p>No specific training requirement; however, state law prohibiting sexual harassment applies to all employers, regardless of size.</p> <p><i>Citation: A.R.S. §§ 41-1461 et seq.</i></p> <p>Phoenix: No specific training requirement, however, all private employers, regardless of size, are prohibited from discrimination based on sex.</p> <p>City code expressly prohibits elected officials, board members, and volunteers from harassing any person based on race, color, religion, sex, national origin, ethnicity, age, sexual orientation, marital status, gender, gender identity or expression, or disability.</p> <p><i>Citation: Phoenix City Code §§ 18-4, 2-54.</i></p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
AR	No specific training requirement, however, employers with nine or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation: Ark. Code Ann. § 16-123-101 et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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CA	<p>What's the minimum number of employees? 5 or more</p>	<p>Who must receive training? Supervisors and nonsupervisory employees. What is the definition of "employee"? Full-time, part-time, and temporary employees, or any employee who is hired to work for less than 6 months. Are out-of-state employees counted for "minimum employee" threshold? Yes, but they are not required to be trained. If a supervisor is in the state but the employee is not, does the supervisor have to take the course? Yes If the employee is in the state but the supervisor is not, does the supervisor have to take the course? No</p>	<p>What must training include? Define sex harassment, with specific examples, explain federal & state harassment laws, describe liability issues, describe employees' remedies & right of redress, detail forums for adjudicating complaints (EEOC & DFEH), explain responsibilities of supervisory and managerial employees, define & provide examples of retaliation, explain gender identity and/or LGBT issues and/or protections, and abusive conduct. Additionally, "bystander" intervention" training is optional but recommended. What's the minimum length for training? <i>Supervisors:</i> 2 hours. <i>Employees:</i> 1 hour. Is documentation of training required? If so, how long must it be kept? Yes—for 2 years. Do learners have to be able to submit a question about the training? Yes. Answer within 2 business days. How often must employees be trained? Every 2 years When must new employees be trained? <i>Supervisors:</i> Within 6 months of date of hire or placement into supervisory position. <i>Employees:</i> Within 6 months of date of hire. An employee who is hired to work for less than 6 months must receive training within 30 days of hire or within 100 hours worked, whichever occurs first. What's the deadline for initial training with new law, requirements? The deadline for initial compliance was changed from January 1, 2020, to January 1, 2021. Employers that provided training in 2019 are not required to provide it again for 2 years. Los Angeles: No specific training requirement, however, all persons are prohibited from discrimination based on sex. <i>Citation:</i> Los Angeles Muni. Code § 51.03 San Diego: No specific training requirement, however, private employers with 5 or more employees are prohibited from discrimination based on sexual orientation or gender identity.</p>

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			<p><i>Citation:</i> San Diego Muni. Code § 52.9602</p> <p>San Francisco: No specific training requirement, however, all public and private employers are prohibited from discrimination based on sex. Sexual harassment is expressly prohibited in city employment. <i>Citation:</i> San Francisco Police Code Art. 33 § 3303. SF Admin. Code § 16.9-25</p> <p>San Jose: No specific training requirement, however, sexual harassment is expressly prohibited in city employment. <i>Citation:</i> San Jose Admin. Code § 1.1.1</p>
CO	<p>No sexual harassment training is required. State Civil Rights Commission's rules strongly encourage informing employees how to raise issues of sexual harassment. <i>Citation:</i> 3 CCR 708-1 (80-11(C)).</p> <p>Denver: No specific training requirement, however, private employers with 10 or more employees are prohibited from discrimination based on sex. <i>Citation:</i> Denver Code Ord. § 28-93</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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CT	<p>What's the minimum number of employees? <i>Supervisors:</i> All employers must provide training. <i>Employees:</i> 3 or more.</p>	<p>Who must receive training? Supervisors and nonsupervisory employees. What is the definition of "employee"? Any individual employed by an employer, including an individual employed by a parent, spouse, or child. Are out-of-state employees counted for "minimum employee" threshold? Yes, if an employer has 3 or more employees at any location, then any employees in Connecticut must receive training. If a supervisor is in the state but the employee is not, does the supervisor have to take the course? Yes. If the employee is in the state but the supervisor is not, does the supervisor have to take the course? No.</p>	<p>What must training include? Define sex harassment, with specific examples, explain federal & state harassment laws, describe liability issues, describe employees' remedies & right of redress, detail forums for adjudicating complaints (CHRO & EEOC), explain responsibilities of supervisory and managerial employees, explain gender identity and/or LGBT issues and/or protections, and strategies to prevent sexual harassment in the workplace. What is the minimum length for training? 2 hours Is documentation of training required? If so, how long must it be kept? The CT Commission on Human Rights & Opportunities "encourages" employers to maintain any such records for a minimum of one year, or if a discriminatory practice complaint is filed involving personnel trained, until such time as such complaint is finally resolved. Do learners have to be able to submit a question about the training? Yes. Answer required within "reasonable time period." How often must employees be trained? Every 10 years. When must new employees be trained? <i>Supervisors:</i> within 6 months of becoming a supervisor. <i>Employees:</i> within 6 months of hire. What's the deadline for initial training with new law, requirements? Initial deadline of October 1, 2020, previously extended to February 9, 2021, has been extended to April 19, 2021.</p>

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DC	<p>What's the minimum number of employees? One or more tipped employees.</p>	<p>Who is required to take the course? Tipped employees, owners, operators, and managers. What is the definition of "employee"? An employee who is paid as a tipped employee in accordance with D.C.'s minimum wage law. Are out-of-D.C. employees counted for "minimum employee" threshold? Not addressed in law. If a supervisor is in the D.C. but the employee is not, does the supervisor have to take the course? All owners, operators, and managers must receive training. If the employee is in the D.C. but the supervisor is not, does the supervisor have to take the course? All owners, operators, and managers must receive training.</p>	<p>What must training include? How to respond to, intervene in, and prevent sexual harassment by coworkers, management, and patrons. The training must be developed by the D.C. Office of Human Rights (OHR) or presented by an OHR-certified provider. What is the minimum length for training? Not addressed in law. Is documentation of training required? If so, how long must it be kept? If an employee, manager, owner, or operator participates in training from a provider certified by the OHR, the employer must submit certification to the OHR that the employee, manager, owner, or operator has completed the training within 30 business days after the training is completed. The OHR must maintain records of each individual who has taken the training for at least 5 years. Do learners have to be able to submit a question about the training? Not addressed in law. How often must employees be trained? Owners, operators, and managers must be trained every 2 years. When must new employees be trained? Within 90 days of employment unless they have received training within the past 2 years. What's the deadline for initial training with new law, requirements? Employees hired before the date the law became applicable (August 19, 2020) have 2 years from that date to receive training; new employees within 90 days of employment.</p>

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DE	<p>What's the minimum number of employees? 50 or more.</p>	<p>Who must receive training? Supervisors and nonsupervisory employees. What is the definition of "employee"? <i>Supervisors:</i> A "supervisor" is defined as an individual empowered by the employer to take an action to change the employment status of an employee or who directs an employee's daily work activities. <i>Employee:</i> "Employee" includes state employees, unpaid interns, applicants, joint employees, and apprentices. Training is not required for applicants, independent contractors, or employees employed fewer than 6 months continuously. Are out-of-state employees counted for "minimum employee" threshold? No, the law applies only to employers with 50 or more employees in Delaware. Also, applicants and independent contractors are not included when calculating the threshold number of 50 employees. Employment agencies are the only employers required to count and provide training to employees placed by an employment agency. If a supervisor is in the state but the employee is not, does the supervisor have to take the course? Yes. A covered employer must provide training to all employees who work in the state. If the employee is in the state but the supervisor is not, does the supervisor have to take the course? No.</p>	<p>What must training include? Define sexual harassment, with specific examples, describe employees' remedies and the complaint process available to employees, provide directions on how to contact the DDOL, explain responsibilities of supervisory and managerial employees, define and provide examples of retaliation, and the illegality of sexual harassment. What is the minimum length for training? None given. Is documentation of training required? If so, how long must it be kept? Not addressed in law. Do learners have to be able to submit a question about the training? No. How often must employees be trained? Every 2 years. When must new employees be trained? <i>Supervisors:</i> within 1 year of starting in a supervisory position. <i>Employees:</i> within 1 year of hire. What's the deadline for initial training with new law, requirements? January 1, 2020.</p>

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FL	<p>No specific training requirement, however, employers with 15 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. State executive agencies are specifically prohibited by law from engaging in sexual harassment. All supervisory personnel of executive agencies must have training in the principles of equal employment opportunity and affirmative action. <i>Citation: FSA § 760.01 et seq., § 110.112.</i></p> <p>Jacksonville: No specific training requirement, however, the city government and private employers with 15 or more employees are prohibited from discrimination based on sex. Sexual harassment is expressly prohibited in city employment. <i>Citation: Jacksonville Code of Ordinances §§ 402.101, 400.101</i></p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
GA	<p>No specific training requirement. State agencies with 15 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation: O.C.G.A. § 45-19-20 et seq.</i></p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
HI	<p>No specific training requirement, however, all employers, regardless of size, are prohibited from discrimination on the basis of sex, including sexual harassment. The Hawaii Civil Rights Commission's rules recommend that employers "affirmatively raise the subject, express strong disapproval, develop appropriate sanctions, inform employees of their right to raise and how to raise the issue of sexual harassment, and take any other steps necessary to prevent sexual harassment from occurring." <i>Citation: HRS § 378-1 et seq., Haw. Admin. Rules § 12-46.</i></p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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ID	No specific training requirement, however, all public employers and private employers with five or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation: Idaho Code § 67-5901 et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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IL	<p>What's the minimum number of employees? All employers with 1 or more employees are required to provide training.</p> <p>Chicago What's the minimum number of employees? 1 or more.</p>	<p>Who must be trained? Any employees who work or will work in Illinois must be trained, regardless of whether the employer is based in Illinois. If an employee is based elsewhere but regularly interacts with other employees in Illinois, even if they are not physically present in Illinois, they should be trained.</p> <p>What is the definition of "employee"? Employees who must be trained include short-term employees, part-time employees, or interns. Employers are not required to train independent contractors. However, it is strongly advised that independent contractors receive training if they are working on-site at an employer's workplace or interact with the employer's staff.</p> <p>Are out-of-state employees counted for "minimum employee" threshold? Any employee who works or will work in Illinois must be trained, regardless of whether the employer is based in Illinois. An employee based elsewhere who regularly interacts with other employees in Illinois should be trained.</p> <p>If a supervisor is in the state but the employee is not, does the supervisor have to take the course? Yes.</p> <p>If the employee is in the state but the supervisor is not, does the supervisor have to take the course? Yes.</p> <p>Chicago Who must be trained? Employees who work within the city's geographical boundaries.</p> <p>What is the definition of "employee"? Employees means individuals engaged to work in within the geographical boundaries of the city for, or under the direction and control of, another for monetary or other valuable consideration.</p> <p>Are out-of-state employees counted for "minimum employee" threshold? An employer with 1 or more employees in the city is required to provide training.</p> <p>If a supervisor is in the city but the</p>	<p>What must training include? Define sex harassment, with specific examples, explain federal and state harassment laws, provide a summary of federal and state laws prohibiting sexual harassment, including available remedies, and a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment. Additionally, training for employees of restaurants and bars must include specific conduct, activities, or videos related to the restaurant or bar industry; an explanation of manager liability and responsibility under the law; and English and Spanish language options.</p> <p>What is the minimum length for training? Not addressed in law.</p> <p>Is documentation of training required? If so, how long must it be kept? Employers are required to keep a record of all trainings. Such records must be made available for IDHR inspection upon request. This record may be a certificate or a signed employee acknowledgement or course sign-in worksheet. The records may be paper or electronic.</p> <p>Do learners have to be able to submit a question about the training? No.</p> <p>How often must employees be trained? Annually.</p> <p>When must new employees be trained? As soon as possible after hire.</p> <p>What's the deadline for initial training with new law, requirements? By December 31, 2020, employers must have trained all their employees.</p> <p>Chicago What must training include? Not specified in code.</p> <p>What is the minimum length for training? Supervisors: 2 hours. Employees: 1 hour. All employees: 1 hour bystander training.</p> <p>Is documentation of training required? If so, how long must it be kept? Employers must keep, for at least 5 years, a record of the employer's written policy document prohibiting sexual harassment, trainings given to</p>

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		<p>employee is not, does the supervisor have to take the course? A supervisor who works in the city must be provided training.</p> <p>If the employee is in the city but the supervisor is not, does the supervisor have to take the course? Under the code, anyone who supervises or manages employees working in the city must be provided training.</p>	<p>each employee, and records necessary to demonstrate compliance with the code. Failure to maintain these records creates a presumption, rebuttable by clear and convincing evidence, that the employer violated the code.</p> <p>A model sexual harassment policy has been issued by the Chicago Commission on Human Relations (CCHR) along with a poster that employers are required to conspicuously post.</p> <p>Do learners have to be able to submit a question about the training? No.</p> <p>How often must employees be trained? Annually.</p> <p>When must new employees be trained? Not specified in code. However, new employees must receive a copy of the employer's policy prohibiting sexual harassment within the first calendar week of employment.</p> <p>What's the deadline for initial training with new law, requirements? By June 30, 2023, employers must have provided training to all employees.</p> <p><i>Citation: Chicago Muni. Code § 2-10-054</i></p>
IN	<p>No specific training requirement, however, all public employers and private employers with six or more employees are prohibited from discrimination on the basis of sex, including sexual harassment.</p> <p><i>Citation: I.C. § 22-9-1-1 et seq.</i></p>	<p>There is no provision for this topic in this state.</p>	<p>There is no provision for this topic in this state.</p>

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IA	No specific training requirement, however, private employers with four or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. No specific training requirement for public employers, however, sexual harassment is expressly prohibited. <i>Citation: Iowa Code §§ 216.6 et seq., 19B.12.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
KS	No specific training requirement, however, private employers with four or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation: Kan. Stat. Ann. § 44-1001 et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
KY	No specific training requirement, however, all public employers and private employers with eight or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation: KRS § 344.010 et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
LA	No specific training requirement, however, all public employers and private employers with 20 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation: La. Rev. Stat. Ann. § 23:332.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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ME	<p>What's the minimum number of employees? 15 or more</p>	<p>Who must receive training? Supervisors and nonsupervisory employees What is the definition of "employee"? "Employee" means any person engaged to work on a steady or regular basis, whether full-time or part-time, by an employer located or doing business in the State. Are out-of-state employees counted for "minimum employee" threshold? When calculating the 15-employee threshold, employers do not need to count out-of-state employees unless the employees are telecommuting to the in-state workplace. If a supervisor is in the state but the employee is not, does the supervisor have to take the course? Yes. If the employee is in the state but the supervisor is not, does the supervisor have to take the course? No.</p>	<p>What must training include? The legal recourse and complaint process available through the commission; directions on how to contact the commission; and the protection against retaliation Define sex harassment, with specific examples, the internal complaint process available to employees, describe employees' legal recourse and complaint process available through the Maine Human Rights Commission (MHRC), provide directions on how to contact the MHRC, define & provide examples of retaliation, Additionally, training for supervisor must explain responsibilities of supervisory and managerial employees and methods these employees must use to ensure immediate and appropriate corrective action in addressing sexual harassment complaints. The MHRC has created a compliance checklist that employers must use to develop sexual harassment training programs. What is the minimum length for training? None give in law. Is documentation of training required? If so, how long must it be kept? Yes, 3 years and must be made available to the Maine DOL if requested. Do learners have to be able to submit a question about the training? No. How often must employees be trained? No retraining after initial training. When must new employees be trained? <i>Supervisors:</i> Within 1 year of beginning employment or within one year or promotion into a supervisory position. <i>Employees:</i> Within 1 year of beginning of employment. What's the deadline for initial training with new law, requirements? N/a</p>

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MD	<p>What's the minimum number of employees? State government.</p>		<p>What must training include? Explain federal and state harassment laws, describe employees' remedies and procedures, and best practices in prevention and correction of sexual harassment, abusive conduct, and retaliation. Additionally, training for supervisors must explain responsibilities of supervisory and managerial employees, how to properly respond to harassment and complaints, prevent further abuse and retaliation, and create and maintain a workplace culture in which sexual harassment is not tolerated.</p> <p>What is the minimum length for training? 2 hours.</p> <p>Is documentation of training required? If so, how long must it be kept? Not addressed in law.</p> <p>Do learners have to be able to submit a question about the training? Not addressed in law.</p> <p>How often must employees be trained? Every 2 years.</p> <p>When must new employees be trained? Within 6 months of initial appointment.</p> <p>What are the deadline for initial training with new law, requirements? No deadline in law for employers to complete initial training.</p> <p>Baltimore: No specific training requirement, however, the city government and private employers with 1 or more employees are prohibited from discrimination based on sex. <i>Citation:</i> Baltimore City Code Art. 4 § 3-1</p>

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MA	<p>No specific training requirement, however, state law encourages employers with six or more employees to conduct an education and training program for new employees within one year of hire. The training should include information required to be included in employer's policy against harassment (see Policy Requirements below).</p> <p>Covered employers are encouraged to provide supervisory employees with training within one year of assuming supervisory responsibilities. In addition to information provided to all employees, their training should include the specific responsibilities of supervisory and managerial employees and the methods they should use to ensure immediate and appropriate corrective action in addressing sexual harassment complaints.</p> <p>Policy requirements: Employers with six or more employees must adopt a policy against sexual harassment that includes:</p> <ul style="list-style-type: none"> • A statement that sexual harassment is unlawful • A statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment, or for cooperating in a complaint investigation • A description and examples of sexual harassment • A statement of the range of consequences for employees who are found to have committed sexual harassment • A description of the process for filing internal complaints of harassment and the work address and telephone number of person(s) to whom complaints should be made • Identities of state and federal employment discrimination agencies and directions for contacting agencies <p>A written copy of the employer's policy against sexual harassment must be given to new employees when employment begins and to all employees each year.</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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	<p><i>Citation:</i> Mass. Gen. Laws ch. 151B, § 3A.</p> <p>Boston: No specific training requirement, however, employers with more than 6 employees are prohibited from discrimination based on sex. <i>Citation:</i> Boston Muni. Code § 12-9.3</p>		
MN	<p>No specific training requirement, however, all public and private employers, regardless of size, are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation:</i> Minn. Stat. § 363A.03 <i>et seq.</i></p> <p>Minneapolis: No specific training requirement, however, employers with 1 or more employees are prohibited from discrimination based on sex which is defined to include sexual harassment. <i>Citation:</i> Minneapolis Code Ord. Title 7 § 139.40.</p> <p>Saint Paul: No specific training requirement, however, employers with 1 or more employees are prohibited from discrimination based on sex which is defined to include sexual harassment. <i>Citation:</i> St. Paul Code of Ord. Title XVIII § 183.03.</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
MS	No specific training requirement.	There is no provision for this topic in this state.	There is no provision for this topic in this state.
MI	<p>No specific training requirement, however, all public and private employers, regardless of size, are prohibited from discrimination on the basis of sex, which expressly includes sexual harassment. <i>Citation:</i> MCL § 37.2101 <i>et seq.</i>, MCL § 37.2103.</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
MO	<p>No specific training requirement, however, all public employers and private employers with six or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation:</i> RSMo. § 213.055 <i>et seq.</i>, 8 MO Admin. Code § 60-3.040.</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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MT	No specific training requirement, however, all public and private employers, regardless of size, are prohibited from discrimination on the basis of sex. <i>Citation:</i> Mont. Code Ann. § 49-2-303.	There is no provision for this topic in this state.	There is no provision for this topic in this state.
NE	No specific training requirement, however, state law prohibiting sexual harassment applies to all public employers and private employers with 15 or more employees. <i>Citation:</i> Neb. Rev. Stat. § 48-1101 <i>et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
NV	No specific training requirement for private employers, however, private employers with 15 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. State employees must attend a certified class on preventing sexual harassment within six months of appointment to state service and every two years thereafter. <i>Citation:</i> NRS § 613.310 <i>et seq.</i> , NAC 284.496.		
NH	No specific training requirement.	There is no provision for this topic in this state.	There is no provision for this topic in this state.
NJ	No specific training requirement, however, all public and private employers, regardless of size, are prohibited from discrimination on the basis of sex, including sexual harassment. In addition, under current case law, training to prevent sexual, and other forms of harassment may help an employer reduce or avoid liability for harassment. <i>Citation:</i> N.J.S.A. § 10:5-12, <i>Gaines v. Bellino</i> , 173 N.J. 301 (2002); <i>Aguas v. State</i> , 220 N.J. 494 (2015); <i>Dunkley v. S. Coraluzzo Petroleum Transporters</i> , Docket No. A-3252-12T1, 2015 N.J. Super. LEXIS 106 (App. Div. June 24, 2015.).		

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NM	No specific training requirement, however, all public employers and private employers with four or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. The code of ethics for licensed educators in the state requires annual training or review of literature on avoiding sexual harassment. <i>Citation: NMSA 1978, § 28-1-1 et seq., NM Admin. Code § 6.60.9.9(C)(11).</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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NY	<p>New York state: What's the minimum number of employees? 1 or more.</p> <p>New York City: What's the minimum number of employees? 15 or more.</p>	<p>New York state: Who must receive training? Supervisors and nonsupervisory employees What is the definition of "employee"? "Employee" includes all workers, regardless of immigration status. All full-time and part-time employees, seasonal employees and temporary employees must receive training if they work a portion of their time in New York State, even if they're based in another state. Are out-of-state employees counted for "minimum employee" threshold? Any employee that will work a portion of time in New York State must receive training, even if based in another state. If a supervisor is in the state but the employee is not, does the supervisor have to take the course? Yes If the employee is in the state but the supervisor is not, does the supervisor have to take the course? Not unless the supervisor works in New York for a portion of time.</p> <p>New York City: Who is required to take the course? Supervisors and nonsupervisory employees. If an independent contractor works for covered employer and works (a) more than 80 hours in a calendar year AND (b) for at least 90 days (does not need to be consecutive), then the independent contractor must be trained. What is the definition of "employee"? All "employees" who work more than 80 hours in a calendar year and work for at least 90 days. The law expressly defines "employee" to include interns. Owners who perform supervisory or managerial duties must be trained. Are out-of-state employees counted for "minimum employee" threshold? Employees not based in New York City count towards the 15-employee threshold. For example, an employer with 6 employees based in New York City and 9 employees based elsewhere meets the 15-employee minimum. Independent contractors—regardless of the number of days or hours they work—are considered employees for the purposes of determining whether an</p>	<p>New York state: What must training include? An explanation of sexual harassment consistent with guidance issued by the NY DOL in consultation with the NYSDHR, must explain federal and state harassment laws, describe employees' remedies and right of redress, detail forums for adjudicating complaints (EEOC and NYSDHR), explain responsibilities of supervisory and managerial employees, and explain gender identity and/or LGBT issues and/or protections. The organization's sexual harassment policy (which should include the state's confidential hotline number 1-800-HARASS-3 (1-800-427-2773)) as well as the information presented at the sexual harassment training must be provided during the annual training. What is the minimum length for training? No set amount of time but guidance does state, "employers are encouraged to exceed the minimum training requirements." Is documentation of training required? If so, how long must it be kept? No signed acknowledgement of having read the policy is required, but employers are encouraged to keep a signed acknowledgement and to keep a copy of training records. These records may be helpful in addressing any future complaints or lawsuits. Do learners have to be able to submit a question about the training? Not required, but recommended. How often must employees be trained? Annually. When must new employees be trained? As soon as possible. What's the deadline for initial training with new law, requirements? By October 9, 2019.</p> <p>New York City: What must training include? Define sex harassment, with specific examples, explain federal and NYC harassment laws, describe any internal complaint process available to employees through their employer, describe the complaint process available through the EEOC, NYSDHR, and NYCHRC including contact information, educate on "bystander"</p>

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		<p>employer is obligated to provide the annual sexual harassment training.</p> <p>If a supervisor is in the state but the employee is not, does the supervisor have to take the course? Any employees who work or will work in New York City for more than 80 hours in a calendar year AND for at least 90 days must be trained, regardless of whether the employer is based in New York City. If an employee is based elsewhere but regularly interacts with other employees in New York City, even if they are not physically present in the City, they should be trained.</p> <p>If the employee is in the state but the supervisor is not, does the supervisor have to take the course? Any employees who work or will work in New York City for more than 80 hours in a calendar year AND for at least 90 days must be trained, regardless of whether the employer is based in New York City. If an employee is based elsewhere but regularly interacts with other employees in New York City, even if they are not physically present in the City, they should be trained.</p>	<p>intervention, explain responsibilities of supervisory and managerial employees, define prohibited retaliation, and provide examples.</p> <p>What is the minimum length for training? Not addressed in law.</p> <p>Is documentation of training required? If so, how long must it be kept? Employers are required to keep a record of all trainings, including a signed employee acknowledgment (acknowledgment may be electronic). Records must be kept for 3 years and must be made available for the NYCCHR's inspection upon request.</p> <p>Do learners have to be able to submit a question about the training? Not addressed in law.</p> <p>How often must employees be trained? Annually.</p> <p>When must new employees be trained? NYCCHR recommends "as soon as possible" but law requires training for employees who will work more than 80 hours in a calendar year and will work for at least 90 days.</p> <p>What's the deadline for initial training with new law, requirements? By December 31, 2019.</p>
NC	<p>No specific training requirement, however, all public employers and private employers with 15 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment.</p> <p>State agencies are required to develop a plan to prevent and correct unlawful workplace harassment. Plans must include training to educate state employees.</p> <p><i>Citation:</i> N.C. Gen. Stat. § 143-422.2 <i>et seq.</i>, N.C. Gen. Stat. § 126-16, N.C. Admin. Code § 1J.1101(f).</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
ND	<p>No specific training requirement, however, all public and private employers, regardless of size, are prohibited from discrimination on the basis of sex, which expressly includes sexual harassment.</p> <p><i>Citation:</i> N.D.C.C. § 14-02.4-01 <i>et seq.</i></p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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OH	<p>No specific training requirement, however, all public employers and private employers with four or more employees are prohibited from discrimination on the basis of sex, including sexual harassment.</p> <p>The Ohio Civil Rights Commission's rules recommend that employers "should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Chapter 4112 of the Revised Code, and developing methods to sensitize all concerned."</p> <p><i>Citation:</i> Ohio Rev. Code § 4112.01 <i>et seq.</i>, Ohio Admin. Code § 4112-5-05.</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
OK	<p>No specific training requirement, however, all public employers and private employers with 15 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment.</p> <p>In addition, the Oklahoma Human Rights Commission specifically recommends that employers take all steps necessary to prevent sexual harassment from occurring. Suggested steps include affirmatively raising the subject of sexual harassment, expressing strong disapproval, developing appropriate sanctions, informing employees of the employer's policy against sexual harassment and how to raise the issue of harassment, and developing methods to sensitize employees to the problem of harassment.</p> <p><i>Citation:</i> Okla. Stat. Tit. 25 § 1101 <i>et seq.</i>, OK Admin. Code § 335:15-3-10.</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
OR	<p>No specific training requirement, however, all employers, regardless of size, are prohibited from discrimination on the basis of sex, including sexual harassment.</p> <p><i>Citation:</i> ORS § 659A.030.</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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PA	<p>No specific training requirement for private employers, however, private employers with four or more employees are prohibited from discrimination on the basis of sex, including sexual harassment.</p> <p>State law expressly prohibits sexual harassment in state employment. State employees must be educated in sexual harassment issues. Education may consist of written materials, formal training, educational videos, orientation sessions, workplace discussions, or individual counseling.</p> <p><i>Citation:</i> 43 P.S. §§ 951et seq., 4 Pa. Code § 7.595.</p> <p>Philadelphia: No specific training requirement, however, employers with 1 or more employees are prohibited from discrimination based on sex.</p> <p><i>Citation:</i> Philadelphia Fair Practices Ord. § 9-1101.</p>	<p>There is no provision for this topic in this state.</p>	<p>There is no provision for this topic in this state.</p>

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RI	<p>No specific training requirement, however, state law encourages employers with 50 or more employees to conduct an education and training program for new employees within one year of hire. The training should include information required in employer's policy against harassment.</p> <p>Covered employers are encouraged to provide supervisory employees with training within one year of assuming supervisory responsibilities. In addition to information provided to all employees, training should include the specific responsibilities of supervisory and managerial employees and the methods they should use to ensure immediate and appropriate corrective action in addressing sexual harassment complaints.</p> <p>Policy requirements: Employers with 50 or more employees must adopt a policy against sexual harassment that includes:</p> <ul style="list-style-type: none"> • A statement that sexual harassment is unlawful • A statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment, or for cooperating in a complaint investigation • A description and examples of sexual harassment • A statement of the range of consequences for employees who are found to have committed sexual harassment • A description of the process for filing internal complaints of harassment and the work address and telephone number of person(s) to whom complaints should be made • Identities of state and federal employment discrimination agencies and directions for contacting agencies <p>A written copy of the employer's policy against sexual harassment must be given to new employees when employment begins, to all employees each year, and to all employees who request it.</p>	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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	No specific training requirement, however, state law encourages employers with 50 or more employees to conduct an education and training program for new employees within one year of commencement of employment. All public employers and private employers at least four employees are barred from discrimination on the basis of sex, including sexual harassment. <i>Citation:</i> R.I. Gen. Laws § 28-51-1.		
SC	No specific training requirement, however, all public employers and private employers with 15 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation:</i> S.C. Code Ann. § 1-13-10 <i>et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
SD	No specific training requirement, however, state law prohibiting sexual harassment applies to all employers, regardless of size. <i>Citation:</i> SDCL § 20-13-1 <i>et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
TN	No specific training requirement, however, private employers with eight or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. The state Department of Human Resources is mandated to assist each department and entity of state government in the planning and conduct of training workshops to prevent sexual harassment. <i>Citation:</i> Tenn. Code Ann. § 4-21-101 <i>et seq.</i> , Tenn. Reg. § 1120-07-.03, Tenn. Code Ann. § 4-3-1703. Nashville: No specific training requirement, however, employers with 12 or more employees are prohibited from discrimination based on sex. <i>Citation:</i> Nashville Code of Ordinances § 11.20.010.	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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TX	<p>No specific training requirement for private employers, however, private employers with 15 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. Within 30 days after hire, each state agency must provide its new employees with training about employment discrimination, including sexual harassment. Supplemental training is required every two years.</p> <p><i>Citation:</i> Tex. Labor Code § 21.001 <i>et seq.</i>, Tex Labor Code § 21.010.</p>	<p>All employees of state agencies.</p>	<p>Employees must undergo training within 30 days of hire, and training must be supplemented every two years. Employees must sign a statement verifying their attendance at the training program and the statement must be filed in their personnel file.</p> <p>Austin: No specific training requirement, however, employers with 15 or more employees are prohibited from discrimination based on sex. <i>Citation:</i> Austin Code of Ordinances § 5-3-1.</p> <p>Dallas: No specific training requirement, however, employers with 15 or more employees are prohibited from discrimination based on sexual orientation or gender identity and expression. <i>Citation:</i> Dallas City Code § 46-1.</p> <p>Houston: No specific training requirement, however, the city government is prohibited from employment discrimination based on gender. <i>Citation:</i> Houston Code Ord. Art. XIV § 2-451.</p> <p>San Antonio: No specific training requirement, however, the city government is prohibited from employment discrimination based on sex. <i>Citation:</i> San Antonio Code Ord. Art. X §2-571.</p>
UT	<p>No specific training requirement, however, private employers with 15 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. State agencies must provide new employees with unlawful harassment prevention training. Employees must attend a refresher course at least every two years.</p> <p><i>Citation:</i> Utah Code § 34A-5-101 <i>et seq.</i>, UT Admin Code § R477-15-6.</p>	<p>There is no provision for this topic in this state.</p>	<p>There is no provision for this topic in this state.</p>

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VT	<p>No specific training requirement, however, state law encourages employers to conduct an education and training program on the prevention of sexual harassment. The training should include information required in employer's policy against harassment. Training is recommended within one year of hire.</p> <p>Supervisors and managers: In addition to the information and training provided for all employees, supervisory training should include:</p> <ul style="list-style-type: none"> • Information about specific responsibilities of supervisors and managers • Methods that supervisors and managers should take to ensure immediate and appropriate corrective action in addressing sexual harassment complaints <p>Policy requirements: State law requires all employers to adopt a policy against sexual harassment that includes:</p> <ul style="list-style-type: none"> • A statement that sexual harassment is unlawful • A statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment, or for cooperating in a complaint investigation • A description and examples of sexual harassment • A statement of the range of consequences for employees who are found to have committed sexual harassment • (For employers with five or more employees) a description of the process for filing internal complaints of harassment and the work address and telephone number of person(s) to whom complaints should be made • The complaint process of appropriate state and federal employment 	There is no provision for this topic in this state.	There is no provision for this topic in this state.

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	<p>discrimination enforcement agencies and directions for contacting agencies</p> <p>Employers are required to give each employee an individual written copy of the policy when the employee is hired; and to display a poster of the policy prominently in the workplace. <i>Citation: 21 V.S.A. §§ 495 et seq.</i></p>		
VA	<p>No specific training requirement, however, state law prohibits conduct that violates any state or federal statute or regulation governing discrimination on the basis of sex. <i>Citation: VA Code § 2.2-3900 et seq.</i></p>	<p>There is no provision for this topic in this state.</p>	<p>There is no provision for this topic in this state.</p>
WA	<p>What's the minimum number of employees? Any hotel, motel, retail corporation, security guard entity, or property services contractor with 1 or more employees.</p>	<p>Who is required to take the course? Managers, supervisors, and employees What is the definition of "employee"? A person who spends a majority of working hours alone, or whose primary work duties involve working without another coworker present, and who is employed as a janitor, security guard, hotel or motel housekeeper, or room service attendant. Are out-of-state employees counted for "minimum employee" threshold? Not addressed in law. If a supervisor is in the state but the employee is not, does the supervisor have to take the course? All managers and supervisors must receive training. If the employee is in the state but the supervisor is not, does the supervisor have to take the course? Not addressed in the law.</p>	<p>What must training include? Employers must provide training to prevent sexual assault and sexual harassment in the workplace; prevent sexual discrimination in the workplace; and educate the employer's workforce regarding protection for employees who report violations of a state or federal law, rule, or regulation. What is the minimum length for training? Not addressed in the law. Is documentation of training required? If so, how long must it be kept? Not addressed in law. Do learners have to be able to submit a question about the training? Not addressed in law. How often must employees be trained? Not addressed in law. When must new employees be trained? Not addressed in law. What's the deadline for initial training with new law, requirements? January 1, 2020 for hotels/motels with 60 or more rooms; January 1, 2021 for all other covered employers. Seattle: No specific training requirement, however, employers with 1 or more employees are prohibited from discrimination (defined to include harassment) based on sex. <i>Citation: Seattle Municipal Code §14.04.</i></p>

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WV	No specific training requirement; however, all public employers and private employers with 12 or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation: W. Va. Code § 5-11-9.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
WI	No specific training requirement, however, all public and private employers, regardless of size, are prohibited from discrimination on the basis of sex, including sexual harassment. The Equal Rights Division of Wisconsin's Department of Workforce Development encourages employers to "provide training to educate employees on the issue of harassment and periodically remind them of your strong desire to maintain a harassment free workplace." <i>Citation: Wis. Stat. § 111.31 et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.
WY	No specific training requirement, however, all public employers and private employers with two or more employees are prohibited from discrimination on the basis of sex, including sexual harassment. <i>Citation: Wyo. Stat. § 27-9-101 et seq.</i>	There is no provision for this topic in this state.	There is no provision for this topic in this state.