

Engage PEO Client Alert:

New York Sexual Harassment Training Requirement (City and State)

As a reminder, the New York City (NYC) Sexual Harassment Training requirement went into effect on April 1, 2019. The required training period is annually between April 1 and March 31 of each year. Please note that this NYC training requirement is separate and apart from the New York State Harassment training requirement whose annual compliance year is from October 9 to October 8. Therefore, all New York State employers must complete their training for the first compliance year by October 8, 2019.

Combined Webinar Training from Engage

Engage has made available a combined webinar which **will meet the compliance requirements for both New York City and New York State**, as well as include general discrimination and harassment information. Please contact your Engage HR Consultant to obtain the link to the current Engage training webinar.

- 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 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 one month prior to the state and city deadlines, in case non-compliance issues need to be addressed.

Proof of Attendance – Training Acknowledgement Certificate

- To prove attendance and show interaction, employees will be asked to record four codes (provided during the webinar) on a **Training Acknowledgment Certificate**. A copy of this certificate, which is an included handout in the webinar, can be [downloaded here](#).
- Once the employee provides the signed acknowledgment with the correct codes listed, you should retain the **signed employee acknowledgement forms**. These forms should be kept for a period of at least three (3) years and may be kept electronically.
- Clients must ensure that all employees take a compliant training before the compliance year expiration dates for NYC and NYS.

Company Designee Information

In addition, you need to provide employees with your **Company Designee information** which designates one of the individuals to whom employees can report harassment and discrimination. This information should be provided to employees when the sexual harassment policy

is distributed and either when they sign up for their training, or when the employees provide you with their signed acknowledgment. [A customizable template is available here.](#)

Note: Primary HR contacts can request a copy of the correct codes for training verification purposes from their Engage Account Manager.

For your convenience, here is a [sample notification of the training](#) you may use with your employees.

For more information regarding these laws, their requirements and required policies and posters, please see our [previous Engage Client Alerts linked here.](#)