



General Employer Requirements

- New provisions effective January 1, 2019
- Training completed by January 1, 2020
- All employers with 5 or more employees
- Supervisory employees: 2 hours of interactive training
- Nonsupervisory employees: 1 hour of interactive training
- Training required once every two years (after January 1, 2020)*
- Additional requirements added to the current standard:
 - Information and practical guidance about federal and state laws prohibiting, preventing, and correcting sexual harassment and victim remedies
 - Interactive training with more practical examples about the prevention of harassment, discrimination and retaliation

Seasonal, Temporary, and Migrant Employee Training Requirements

- Effective January 1, 2020

Seasonal and Temporary Employees (or any employee hired to work less than six months):

- Training must be provided within 30 calendar days of hire or within 100 hours worked, whichever occurs first
- 1 hour of interactive training
- Temporary employees trained by temporary services employer, not client

Migrant and Seasonal Agricultural Workers:

- Training must be consistent with training for nonsupervisory employees

*In February 2019, CA SB 778 was introduced and if passed employees who were trained after January 1, 2018 are not required to be retrained until after December 31, 2020.

California Sexual Harassment Training

What Every Employer Needs to Know

California has expanded its current sexual harassment training standards for employers beginning January 1, 2019. The newly expanded law requires all employers with five or more employees to train all supervisory and nonsupervisory employees in California by January 1, 2020.

ThinkHR's Harassment Prevention Courses

As part of your People Risk Management strategy, ThinkHR offers workplace harassment prevention courses for both managers and employees, including specialized harassment training for the states of California, Connecticut, Maine, and New York. Each course incorporates the necessary state references to meet the standards for California's sexual harassment prevention training.

Want to know more about ThinkHR's harassment prevention resources? Read the next page.

Want to know more about the California law? Read more [here](#).

ThinkHR Workplace Harassment Solutions

Heightened awareness surrounding harassment in the workplace has organizations searching for the critical tools and expertise to help them manage and mitigate people risks before, during, and after an incident.

Workplace Harassment Prevention gives employers access to new and existing mandated training courses and best practices for updating policies and procedures, reporting incidents, and following up on complaints within each state they operate.

Learn

ThinkHR offers state-specific courses to ensure compliance with both managerial and non-managerial requirements of the law. Both:

- ✔✔ Meet the minimum time requirements.
- ✔✔ Cover all learning objectives and required content mandated by the law.
- ✔✔ Provide interactive content such as questions, scenarios, and skill-building activities, to ensure the user is engaged with the training.
- ✔✔ Include access to a trainer who will answer questions and provide guidance within a reasonable period of time, even after the course is completed.
- ✔✔ Maintain all written questions received, and all written responses or guidance provided, for two years after the date of the response.
- ✔✔ Track completion of courses, store records, and provide certificates.

Courses available for California, available in English and Spanish, are:

- ✔✔ Workplace Harassment Prevention for Employees, State of California (SB 1343)
- ✔✔ Workplace Harassment Prevention for Managers in California (AB1825/2053/SB 1343), Connecticut & Maine

Living Handbook

All policies in the Living Handbook are continuously reviewed and updated, so you can be sure the sexual harassment policies are up-to-date for each state in which you have employees. Optional multi-state and e-signature capabilities allow you to include multiple state-specific policies and track receipt and acknowledgement of your employee handbook.

Comply

Training is only one part of the [California mandate](#). ThinkHR also provides up-to-date required resources related to the law including:

- ✔✔ [Link to the state toolkit](#)
- ✔✔ [Link to the state workplace prevention guide](#)
- ✔✔ [Link to the state training FAQs](#)
- ✔✔ Detailed information on [California training requirements](#)

Live

If you receive a harassment complaint or have a question on training requirements, how to conduct an investigation, or any other concern, you can speak to a Live Advisor for actionable guidance.

Insight

ThinkHR provides insight and tools on every aspect of the law, including:

- ✔✔ Law alerts [announcing the laws](#) as they were passed, regulations finalized, and government resources made available
- ✔✔ [Blog posts](#) explaining [what employers need to know](#), when more guidance is given by the state, and when [additional clarification](#) is released.
- ✔✔ Webinars on how to [comply with the California laws](#) and how to [mitigate harassment](#)
- ✔✔ Whitepapers including [How to Conduct a Harassment Investigation](#)

For more details on how to add Workplace Harassment Prevention to your People Risk Management solution, please call 855.271.1050 for a free consultation.