

# **Town of Avon**

60 West Main Street Avon, Connecticut 06001-3719 (860) 409-4300 • www.avonct.gov

#### MEMORANDUM

TO: Newly Appointed Members of Town Boards, Commissions, and Committees FROM: Brandon Robertson, Town Manager

DATE: June 5, 2023

#### **RE:** Sexual Harassment Prevention Training Requirements

This memo outlines a recent change in state law that will directly impact you as elected and appointed officials of the Town of Avon and outlines actions that you are being asked to take in order to assist the Town in complying with the law.

Under the Connecticut Fair Employment Practices Act (CFEPA), municipalities must ensure that employees receive two hours of training in sexual harassment prevention within six months of their employment, and periodically thereafter. The Town requires all of its employees to complete two hours of training on an annual basis.

Effective October 1, 2022, Public Act 22-82 extends this requirement to any elected or appointed official of a municipality, board, commission, counsel, or other governmental body. If you would like to review a copy of the Public Act please contact my office.

At its May 4, 2023, meeting, the Town Council approved a biennial sexual harassment prevention training program for elected and appointed members of Boards, Commissions and Committees. Training will occur in the odd-numbered years.

There are two options available for you to complete the required training. They are outlined below. You are asked to complete the required training via one of these options within thirty days of your appointment, to ensure the Town's compliance with state law.

- Online The State of Connecticut's Commission on Human Rights and Opportunities (CHRO) has developed an online training and education video that is available to municipalities and other organizations to fulfill this requirement. I have enclosed an instruction guide for using this online training. Once you complete this training, you will receive a Certificate of Completion via email. Please email this Certificate to Nick Hogan, Town Clerk, at <u>nhogan@avonct.gov</u>.
- 2. **Through an Employer** If you have completed sexual harassment prevention training through your employer that complies with the requirements of PA 22-82, additional training may not be necessary. Such training must have been completed during the same calendar year as your appointment to your Town Board/Commission/Committee.

To document that you have received such training, please provide the Town Clerk with documentation from your employer that documents that you completed sexual harassment prevention training that complies with the requirements of PA 22-82. The document must specify the date that said training was received.

The next time you will be asked to complete this training will be January 2025. We appreciate your cooperation and apologize for any inconvenience that may result from the implementation of these new requirements. <u>These measures are being implemented to comply with state statute</u> and to continue to ensure a safe and professional environment for our employees, elected and appointed officials, and residents.

Thank you for your attention to this new policy. Please contact my office with questions.

Enclosure

1. Click on the following link: <u>https://forms.office.com/Pages/ResponsePage.aspx?id=-</u> nyLEd2juUiwJjH\_abtzi1ho4uKVVftOpzDtEVu7P7IUMk5JTTY2WIZSWDFOTEIXMk9OUjYwRFFNO S4u

The link will take you to a page entitled "CHRO Sexual Harassment Prevention Training"



2. Scroll down the page to question #1 and select "Start Training" and then "Next" to begin the Training.

Notice: Pursuant to Executive Order 7DDO, as amended by Executive Order 9A, the Oct. 1st Sexual Harassment Prevention Training deadline has been extended to January 1, 2021 due to the Covid-19 Pandemic. This is a blanket extension and does not require a request to be made. If there are any questions, please contact CHBIO.Duestions@hctogex
Link to a brief introduction by CHRO Executive Director Tanya Hughes and Daputy Director Cheryl Sharp: https://www.wohube.com/watch? wwwHDat15dDE&ist=PLCTe1FEDWoUHbockRVMaptLUDPEvp12A6&index=2&t=0a
To begin the Training, select "Start Training" and click "Next." If you would like to request an additional certificate, please click "Request an additional certificate" and click "Next." Start Training Request an additional certificate Next
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3. Section #1 Sexual Harassment at Work: Follow the link to the Section #1 Training Video. Clicking the link will open a new tab in your web browser and will take you to a YouTube video. <u>It is</u> <u>important to keep both tabs (Training Tab and YouTube) open while you complete this training.</u>

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4. Watch Section #1 until you are directed to pause the video by the presenter. Then switch back to the Training tab.



5. Click "Next" to advance the training session.

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6. Answer the five questions for Quiz #1. Then click "Next" on the Training tab and return to the YouTube tab and continue playing the video. The trainers will review the answers to the quiz.

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	0 Yes O No					

4 My supervisor told me that if I wanted to improve my performance. I should meet him for dinner at his apartment, Is this:	
O Quid pro quo harassment?	
A hostile work environment?  Neither	
5 My co-workers are constantly discussing their sex lives at work and it is making it hard for me to work. Is this:	
O Quid pro quo harassment)	
A hostile work environment? Neither	
Each Next	

- 7. Once Video #1 is finished, YouTube will automatically advance to Video #2. Repeat steps 4-6 for Videos #2-5 covering the following topics:
  - Sexual Harassment Laws
  - Best Practices
  - The Changing World of Sexual Harassment Claims
  - Filing a Complaint
- 8. The final video is entitled "Round Table Discussion." <u>There are no related quiz questions but</u> <u>this video, and all the videos in this training, must be watched in its entirety in order for the</u> <u>employee to achieve the 2 full hours of sexual harassment training as required by law.</u>
- 9. At the conclusion of the Round Table Discussion video, switch back to the training tab and Click "Next" to advance to the "Certificate of Completion" page. Answer the questions 20-23 and Click "Submit." You will receive a Certificate of Completion via email. Email your certificate to Nick Hogan, Town Clerk, at <u>nhogan@avonct.gov</u>.

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	CHRO Sexual Harassment Prevention Training  * Required					
	Certificate of Completion. To receive an emailed certificate of completion for the CHRO's two hour online Sexual Harassment Prevention. Training, please fill out the form below.					
	20 Enter your name as you would like it to appear on the CHRO Sexual Harassment Prevention Training Certificate of Completion. *					
	Enter your answer					
	21 Enter the date that you completed the online CHRO Sexual Harassment Prevention Training *					
	Please input date in format of M/d/yyyy					