

TIP SHEET

Does Your State Require Sexual Harassment Training?

Many states have mandated sexual harassment training for private employers. Find out if your state has specific requirements, which businesses are affected and what the training must include.

In recent years, there has been a surge in sexual harassment claims partially stemming from the #metoo movement. This has put workplaces on high alert – especially because damages awarded to complainants have also increased.

Conducting harassment training is one of the most effective strategies to prevent harassment. Making employees aware of illegal behavior – and their responsibility to report it – can help ensure harassment is identified, addressed and stopped immediately.

Training used to just be a best practice. But now some states have begun requiring employers to provide sexual harassment training. The following chart details the obligations of private employers in each state.



DID YOU KNOW?

A study by the Equal Employment Opportunity Commission (EEOC) identified “regular, interactive training” as one of the core principles proven effective in preventing harassment.

DISCLAIMER

While we make every effort to provide the most accurate, up-to-date information at the time of publication, employment laws are constantly changing, and this material is subject to change.

State	Sexual Harassment Training Requirements	Required Training Content
Alabama	Training is recommended, not required.	
Alaska	Training is recommended, not required.	
Arizona	Training is recommended, not required.	
Arkansas	Training is recommended, not required.	
California	<p>All businesses with five or more employees must provide sexual harassment training. All employees must be trained every two years. New hires must be trained within six months and every two years after that.</p> <p>Employers must provide at least two hours of classroom, or other effective interactive training and education, regarding sexual harassment to all supervisory employees. Nonsupervisory employees must receive at least one hour of classroom or other effective interactive training and education.</p> <p>Training can be completed in a classroom or through a webinar or computer-based eLearning. The training must be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination and retaliation.</p>	<p>The format must be interactive. Training should include questions that assess learning and skill-building activities. E-learning must provide instructions on how to contact a trainer who can answer questions within two business days. All training must include:</p> <ul style="list-style-type: none"> • An overview of federal and state harassment laws • The definition of unlawful sexual harassment • Conduct constituting sexual harassment • Strategies to prevent sexual harassment in the workplace • Resources for victims of harassment • Employer's obligation to conduct an effective workplace investigation • Essential elements of an antiharassment policy <p>Further details on training requirements can be found at: https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2021/03/Sexual-Harassment-Prevention-Training-For-Employers-FAQ_ENG.pdf</p>
Colorado	Training is recommended, not required.	
Connecticut	<p>Businesses with three or more employees must provide both employee and supervisor training. Employers of any size must provide training to their supervisors.</p> <p>Training must be a minimum of two hours and occur within six months of hire or promotion. Training must be interactive. Online training and webinars may be used as long as there is a question and answer section for participants. Employers must provide periodic training at least once every 10 years.</p>	<p>The training must be interactive and include:</p> <ul style="list-style-type: none"> • An overview of all federal and state harassment laws • The definition of sexual harassment as explicitly set forth in Connecticut law • Types of conduct that may constitute sexual harassment • A description of the remedies available in sexual harassment cases • A discussion that individuals who commit acts of sexual harassment may be subject to both civil and criminal penalties • Strategies to prevent sexual harassment in the workplace <p>Further details on training requirements can be found at: https://portal.ct.gov/CHRO/Sexual-Harassment-Prevention-Training/Pages/Sexual-Harassment-Prevention-Resources</p>
Delaware	Businesses with 50 or more employees must provide interactive training. New hires, including supervisors, must be trained within the first year of employment. Existing employees must be trained every two years.	<p>The training must be interactive and include:</p> <ul style="list-style-type: none"> • An overview of federal and state harassment laws • The definition of sexual harassment using examples • The legal remedies and complaint process available to employees • Directions on how to contact the enforcement agency • A discussion of illegal retaliation <p>Supervisor training must also address the specific responsibilities of a supervisor regarding the prevention and correction of sexual harassment; as well as the legal ban against retaliation.</p> <p>Further information on training requirements can be found at: https://labor.delaware.gov/divisions/industrial-affairs/discrimination/sexual-harassment/</p>

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District of Columbia	Training is recommended, not required.	
Florida	Training is recommended, not required.	
Georgia	Training is recommended, not required.	
Hawaii	Training is recommended, not required.	
Idaho	Training is recommended, not required.	
Illinois	All businesses must provide training at least once a year to all employees. Employers are required to keep a record of all trainings. These records must be made available to the Illinois Department of Human Rights 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>The training program must include:</p> <ul style="list-style-type: none"> • An overview of federal and state harassment laws • Examples of conduct that constitutes unlawful sexual harassment • Remedies available to victims of sexual harassment • A summary of responsibilities of employers in the prevention, investigation and corrective measures of sexual harassment <p>Further details on training requirements can be found at https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx</p>
Indiana	Training is recommended, not required.	
Iowa	Training is recommended, not required.	
Kansas	Training is recommended, not required.	
Kentucky	Training is recommended, not required.	
Louisiana	Training is recommended, not required.	
Maine	<p>Businesses with 15 or more employees must provide training. All new hires must be trained within one year of employment. Newly promoted or appointed managers and supervisors must complete training within one year of taking on supervisory responsibilities.</p> <p>Employers must keep a record of the training, including a record of employees who have received the required training. Training records must be maintained for at least three years and must be made available to the Maine Department of Labor upon request.</p>	<p>The training program must include:</p> <ul style="list-style-type: none"> • An overview of federal and state harassment laws • A description of sexual harassment, using examples • The internal complaint process available to the employee • The legal recourse and complaint process available through the Maine Human Rights Commission • Instructions on how to contact the Commission • Retaliation protections under Maine law <p>In addition, employers must provide supervisors with training addressing their roles and responsibilities, including ensuring immediate and appropriate corrective action in addressing sexual harassment complaints.</p> <p>Further details on training requirements can be found at: https://www.maine.gov/labor/labor_laws/publications/2017/SexualHarassmentEducationandTraining.pdf</p>
Maryland	Training is recommended, not required.	
Massachusetts	Training is recommended, not required.	
Michigan	Training is recommended, not required.	
Minnesota	Training is recommended, not required.	
Mississippi	Training is recommended, not required.	
Missouri	Training is recommended, not required.	
Montana	Training is recommended, not required.	
Nebraska	Training is recommended, not required.	
Nevada	Training is recommended, not required.	
New Hampshire	Training is recommended, not required.	

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New Jersey	Training is recommended, not required.	
New Mexico	Training is recommended, not required.	
New York	<p>All employers must provide interactive training annually. Employees must receive training materials (e.g., scripts, outlines, powerpoint slides), the company anti-harassment policy, the complaint form and the prevention notice at the time of hire and during each annual training. The materials must be provided in English and in the language(s) identified by employees as their primary language.</p> <p>Training may be online, as long as it is interactive. For example, if the training is web-based, it has questions at the end of a section and the employee must select the right answer. Or, if the training is web-based, employees have an option to submit a question online and receive an answer immediately or in a timely manner.</p>	<p>The interactive training must include:</p> <ul style="list-style-type: none"> • An overview of federal and state harassment laws • Examples of conduct that would constitute unlawful sexual harassment • Remedies available to victims of sexual harassment • Additional responsibilities of supervisors <p>Further information on training requirements can be found at: https://www.ny.gov/combating-sexual-harassment-workplace/employers</p>
North Carolina	Training is recommended, not required.	
North Dakota	Training is recommended, not required.	
Ohio	Training is recommended, not required.	
Oklahoma	Training is recommended, not required.	
Oregon	Training is recommended, not required.	
Pennsylvania	Training is recommended, not required.	
Rhode Island	Training is recommended, not required.	
South Carolina	Training is recommended, not required.	
South Dakota	Training is recommended, not required.	
Tennessee	Training is recommended, not required.	
Texas	Training is recommended, not required.	
Utah	Training is recommended, not required.	
Vermont	Training is recommended, not required.	
Virginia	Training is recommended, not required.	
Washington	Training is recommended, not required.	
West Virginia	Training is recommended, not required.	
Wisconsin	Training is recommended, not required.	
Wyoming	Training is recommended, not required.	

Find the Resources You Need to Establish and Reinforce Anti-Harassment Policies, and Provide Interactive Training To Employees.



Harassment Prevention at Work: Self-Guided Training

Self-paced training uses relatable examples and exercises, and interactive quizzes, to emphasize the types of harassment and tactics for addressing it. Available in two downloadable formats: LMS or HTML5/web-based.



Harassment Training Smart App

Web-based training provides six training modules that can be shared with a group or emailed to staff with step-by-step instructions.

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