



BUYNAK LAW FIRM

## **Employers Must Provide Harassment Prevention Training**

California law (Government Code section 12950.1) requires that businesses that employ five (5) or more employees **MUST** provide harassment prevention training and retrain every two (2) years thereafter to all employees and supervisors. If you have not already administered this requisite training, the time to do so is now.

Employees are required to have 1 hour of training within six (6) months of hire. Supervisors and managers are required to have two (2) hours of training within six (6) months of hire or promotions.

If you hire seasonal or temporary employees, or any employee that is hired to work for less than six (6) months, those employees must be trained within 30 calendar days after the hire date or within 100 hours, whichever occurs first.

The harassment prevention training must include information and practical guidance about federal and state sexual harassment laws, including harassment prevention and correction and remedies that are available to victims. The training must also include a component on the prevention of “abusive conduct,” as well as a component on harassment based on gender identity, gender expression and sexual orientation.

The training must be “interactive” and can be conducted by in-person classroom training, individual computer-based training, or by real-time webinar.

Employers are required to track compliance and keep documentation for a minimum of two years. You must be able to provide copies of certification documents upon request.

The California Chamber of Commerce (CalChamber) has online training programs available for \$22 per employee and \$35 per supervisor. Those programs can be accessed and purchased on the CalChamber website. Upon completion, all employees will receive certificates.

The Civil Rights Department of California provides free training to both supervisors and non-supervisors alike. This program still satisfy the interaction requirement as it requires employees to be actively interacting with the slides.

Please contact me if you would like assistance in setting up a training program for your supervisors and employees.

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S. Timothy Buynak, Principal  
Buynak Law Firm