

Frequently Asked Questions

In the 2019 legislative session, the Connecticut General Assembly passed and the Governor signed Public Acts 19-16 and 19-93, which together constitute the Time's Up Act. These bills require employers with **three or more employees** to provide **2 hours of training and education** including information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment.

The Commission on Human Rights and Opportunities is required to develop and make available at no cost to employers an online training and education video or other interactive method of training and education to fulfill the requirements of the statute.

If you have questions regarding the training requirements or the training provided by CHRO, please see the Frequently Asked Questions below as your question may be addressed there. If you still need assistance, please call 860-541-3400 or email CHRO.Questions@ct.gov.

When will the CHRO's online training video be available?

Will the CHRO video satisfy the training requirements?

Does an employee have to use the CHRO training?

What constitutes an "interactive" training?

Does the training have to be live?

My company is located in a state outside of Connecticut, but has employees who work in Connecticut. Do these requirements apply to my company?

Will there be a certificate of completion when an employee finishes the training?

Will the CHRO video be downloadable so that an employer can upload it to our Learning Management System?

Who needs to receive this training?

How often do employers need to provide supplemental training?

When will the CHRO's online training video be available?

The training video will be available on October 1, 2019 when the bills become effective.

Will the CHRO video satisfy the training requirements?

Yes. By watching the video provided by the CHRO, an employee will have fully satisfied the requirements of the statute.

Does an employee have to use the CHRO training?

No. Though the CHRO offers a free online training, an employer is able to use a training of its own choosing as long as it contains the necessary elements.

What constitutes an "interactive" training?

The language of the statute requires the training to be interactive. This means that the training must be in a format that allows participants to ask questions and receive answers. For example, the training could include a live question and answer session at the end or it could provide a way for participants to submit questions and receive answers after the training within a reasonable time period.

Does the training have to be live?

No, the training can be done via a recorded video or online *however* it needs to include an interactive element, as explained above.

My company is located in a state outside of Connecticut, but has employees who work in Connecticut. Do these requirements apply to my company?

As long as the employer has three or more employees at any location, then any of those employees who are based in the state of Connecticut will be subject to the requirements. For example, if a Minnesota-based company has ten employees in Minnesota and one in Connecticut, that one employee in Connecticut would be subject to the training requirements.

Will there be a certificate of completion when an employee finishes the training?

Yes. After finishing the training, the employee will receive a certificate of completion in an email within 24 hours. Certificates from the CHRO are not required to prove an employee has completed the training. If an employer wants to keep track of compliance using their own methods, the employer may do so.

Will the CHRO video be downloadable so that an employer can upload it to our Learning Management System?

Unfortunately, due to budget limitations the training will not be downloadable at this time.

Who needs to receive this training?

Any individual who works for an employer who has three or more employees must receive two hours of training. Any existing employees must receive the training by October 1, 2020, unless they have received training since October 1, 2019 in which case they do not need to receive it again except for the supplemental training required every ten years (see below). Any employee hired after October 1, 2019 must receive the training within six months of the date of his or her hire.

If an employer has fewer than three employees, all supervisors must receive two hours of training. Existing supervisors must receive the training by October 1, 2020, unless they have received training since October 1, 2018 in which case they do not need to receive it again. Any supervisor hired after October 1, 2019 must receive the training within six months of the date of his or her hire.

How often do employers need to provide supplemental training?

Periodic supplemental training must be provided not less than every ten years.