

Division of Public Defender Services
Administrative Human Resources Policies & Procedures

EMPLOYEE NAME:	DATE OF HIRE:
DATE TRAINING MUST BE COMPLETED BY:	

I have been provided with Commission of Human Rights & Opportunities written materials explaining Sexual Harassment.

I have been informed that I must complete the Sexual Harassment Training required under the State of Connecticut Times Up Act (PA 19-16 & 19-93) within six months of my date of hire as indicated above.

Employee

Date

Human Resources Staff

Date