



## MEMORANDUM

**TO: The Department of Children and Families Staff**  
**FROM: Commissioner Vanessa Dorantes**  
**DATE: July 8, 2020**  
**SUBJECT: Mandatory Sexual Harassment Prevention Training - Deadline 8/31/2020**

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On June 18, 2019, Connecticut Governor Ned Lamont signed into law Public Acts 19-16 and 19-93 (which together are also known as the "Time's Up Act"). This law expanded Sexual Harassment Prevention laws and requirements for training. The Connecticut Commission on Human Rights and Opportunities (CHRO) created the required training and made the training available to all employers.

As of October 1, 2019, the law requires ***all*** employees take two (2) hours of online Sexual Harassment Prevention Training. While the law also provides that employees who have completed Sexual Harassment Prevention Training in 2018 and 2019 would not have to take the CHRO training, **we are requiring that this training be taken annually by *all* employees starting 2020**. Employees can easily access the training by clicking on ***this link*** ([https://ctlms-dcf.ct.gov/Saba/Web\\_wdk/NA3P1PRD0099/index/prelogin.rdf?spfUrl=%2FSaba%2FWeb\\_spf%2FNA3P1PRD0099%2Fcommon%2Fregistercatalog%2Fdowbt-0000103286](https://ctlms-dcf.ct.gov/Saba/Web_wdk/NA3P1PRD0099/index/prelogin.rdf?spfUrl=%2FSaba%2FWeb_spf%2FNA3P1PRD0099%2Fcommon%2Fregistercatalog%2Fdowbt-0000103286))

The Sexual Harassment Prevention Policy is currently being updated and is forthcoming.

Upon completion of the training, staff should e-mail their supervisor to confirm this requirement has been met.

The training must be completed on or before **August 31, 2020**. Staff may take the training using their state issued laptop/tablet, their work desktop or personal computer.

In the event staff experience technical difficulties, please contact Suzanne Neafus from the Academy for Workforce Development at [Suzanne.Neafus@ct.gov](mailto:Suzanne.Neafus@ct.gov)

Should there be questions pertaining specifically to the training, please contact Linda Stewart from the Office of Diversity and Equity at [Linda.Stewart@ct.gov](mailto:Linda.Stewart@ct.gov)