



Department of Human Resources

**TO:** All Full-Time, Adjunct Faculty, and University Assitants Employees  
**FROM:** Fred Cratty, Chief Human Resources Officer  
**RE:** Sexual Harassment Prevention Training  
**DATE:** November 12, 2020

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In the 2019 legislative session, Connecticut General Assembly passed and the Governor signed Public Acts [19-16](#) and [19-93](#), which together constitute the Time's Up Act. This legislation establishes new rules and requirements regarding sexual harassment training and education. These provisions and requirements went into effect October 1, 2019. The language, which applies to employers which have three or more employees, includes:

- Employers will be required to provide to a new employee a copy of information regarding the illegality of sexual harassment and remedies available to victims.
- Employers must provide all existing employees with two hours of training by October 1, 2020 (**Extended to February 9, 2021 due to the COVID-19 pandemic**).
- Employers must provide two hours of training and education to new employees hired on or after October 1, 2019 within six months of their start date.
- Employers with fewer than three employees must provide two hours of training and education to all existing supervisory employees by October 1, 2020 (**Extended to February 9, 2021 due to the COVID-19 pandemic**) or within six months to new supervisory employees.
- Employers must provide periodic supplemental training not less than every ten years.

In order to comply with this law, the University assigned the proper training course to all Full-Time, Adjunct Faculty, and University Assitants Employees, via their FirstNet on-line training portal. According to our review of the FirstNet system, there are still many employees who have yet to complete this training course. Please login into your FirstNet account, at the following link: [FirstNet](#) ASAP and complete the required training. Depending on your employment category, you will see one (1) of the below courses listed that you need to complete:

- Harassment Prevention for Connecticut Employees (HV09)
- Harassment Prevention for Connecticut Supervisors (HU98)

Please make sure to complete your required training course by **November 30<sup>th</sup>**.

In the month of December 2020, the Office of Diversity and Equity will be communicating with any employee who still has not (either) completed and/or attempted to commence the FirstNet training program to enroll them in a virtual training session. This is a mandated training and must be completed before the end of this calendar year.

If you have any questions, please feel free to contact me at 203-837-8665 or via email at [crattyf@wcsu.edu](mailto:crattyf@wcsu.edu).