

# CALIFORNIA BUSINESS OWNERS



The passage of SB 1343 means harassment prevention training requirements take effect January 1, 2020. Are you ready?

Let HR PRO help keep you and your employees compliant with our Training Offering

## THE FACTS

### WHO HAS TO PROVIDE TRAINING?

All employers with 5 or more employees, including those out-of-state as well as independent contractors (who have provided work under a contract each working day in 20 consecutive weeks in the current or preceding calendar year).

### WHEN MUST TRAINING BE COMPLETED?

By January 1, 2020. Employees must be trained in 2019 even if they were previously trained in 2018.

### WHO MUST BE TRAINED?

Generally, all employees (*this includes full-time, part-time, seasonal, and temporary employees*), plus employees working out-of-state who interact with California employees.

### HOW OFTEN MUST EMPLOYEES BE TRAINED?

**Employees (including full-time, part-time, etc.)** must be trained at least once every 2 years. **New employees** must receive training within 6 months of hire or promotion, and again every 2 years. **Seasonal/temporary employees or any employee** working less than 6 months must receive training within 30 calendar days or 100 hours worked - whichever occurs first.

### HOW MUCH TRAINING IS REQUIRED?

Nonsupervisory employees: 1 hour of training

Supervisory employees: 2 hours of training

## THE ANSWER

ADP BizPro includes specific training courses for both employees and supervisors that are consistent with the State of California SB 1343 requirements for sexual harassment prevention training, available in both English and Spanish (plus additional courses on workplace safety, recordkeeping, sales, and more!).

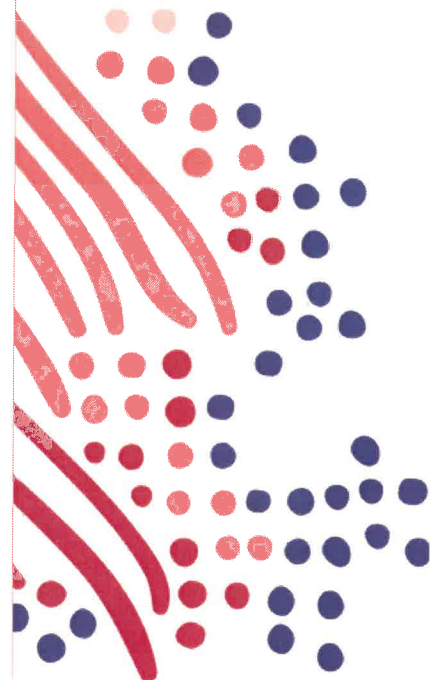
Training courses are built around video lessons taught by certified HR professionals, with quizzes to reinforce training, transcripts of every lesson for reference, and access to instructors for additional questions and concern. Every employee who completes the course will receive a certificate of completion, and all employee training records are stored for company administrators.

### TOPICS INCLUDE:

- Types of Sexual Harassment
- Retaliation
- Supervisors' Responsibility
- Reporting and Investigation Procedures
- Outside Protections and Remedies
- Detailed Case Studies

**Help protect your business by understanding compliance rules. Prepare your employees for the future.**

*ADP's HR Pro Training Courses Include California's content and format requirements for both Employee and Supervisor Training*



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for People™