

The IDHR Is Now Providing Links to Free Sexual Harassment Training.

To its credit, the Illinois Department of Human Rights timely published the curriculum for mandatory sexual harassment training in Illinois which is being disseminated through [Eventbrite](#). The IDHR training is free using this platform.

Illinois employers are not required to use any one particular training platform to comply with the law. Rather, all that is required is that employers train their employees once a year in the topics below:

- an explanation of sexual harassment consistent with the IHRA;
- examples of conduct that constitutes unlawful sexual harassment;
- a summary of relevant federal and State statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment; and
- a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

Employer Takeaways

CCM can assist your business with its compliance with Illinois' sexual harassment training requirement in the following ways: 1) we can provide training for your employees, 2) we can review the training you provide your employees, or, 3) we can help you develop a training curriculum of your own. It would be particularly wise to combine "sexual harassment" training with

other forms of harassment and bullying training so as to maximize the value of your employees' time.

For your convenience, an abridged version of the IDHR's FAQ's regarding sexual harassment training requirements in Illinois for all businesses other than restaurants and bars is set forth below.

FREQUENTLY ASKED QUESTIONS

Which employers are required to train their employees?

Employers who have 1 or more employees must provide a sexual harassment prevention training to their staff.

What is the deadline to train employees?

Employers are required to train every employee each calendar year. By December 31, 2020, employers must have trained all their employees.

Are employers required to train short-term employees, part-time employees, or interns?

Yes, all employees regardless of their status (i.e. short-term, part-time, or intern) must be trained.

Are employers required to train independent contractors?

No.

If an employee has been trained elsewhere, does there need to be additional training?

Employers may ask employees to provide documentation that they completed the training elsewhere. Employers are responsible for ensuring the training received elsewhere is compliant with the IHRA.

How does the training requirement apply to employees and employers based outside of Illinois?

Any employees who work or will work in Illinois must be trained, regardless of whether the employer is based in Illinois.

What documentation is an employer required to maintain regarding the sexual harassment prevention training?

Employers are required to keep a record of all trainings. Such records must be made available for IDHR inspection upon request. The records may be paper or electronic.

How often should employers train employees?

Employers must provide their employees with a sexual harassment prevention training by December 31, 2020 and annually thereafter.

May I use a third-party vendor to provide training? How do I ensure it meets the standards?

Employers may use a third-party vendor or organization, have existing staff deliver the IDHR's model sexual harassment prevention training, or create and deliver their own training that complies with the minimum standards outlined in the IHRA.

We have employees with disabilities or with limited English proficiency. Does the training have to be accessible?

Yes. Employers must provide the training in a way that is accessible to its staff.

Can an employer require its employees to take the training outside of work?

If an employer requires their employees to take the training outside of their regular hours – for example, on their personal phones or laptops before the start of a shift – they must be paid for their time.

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