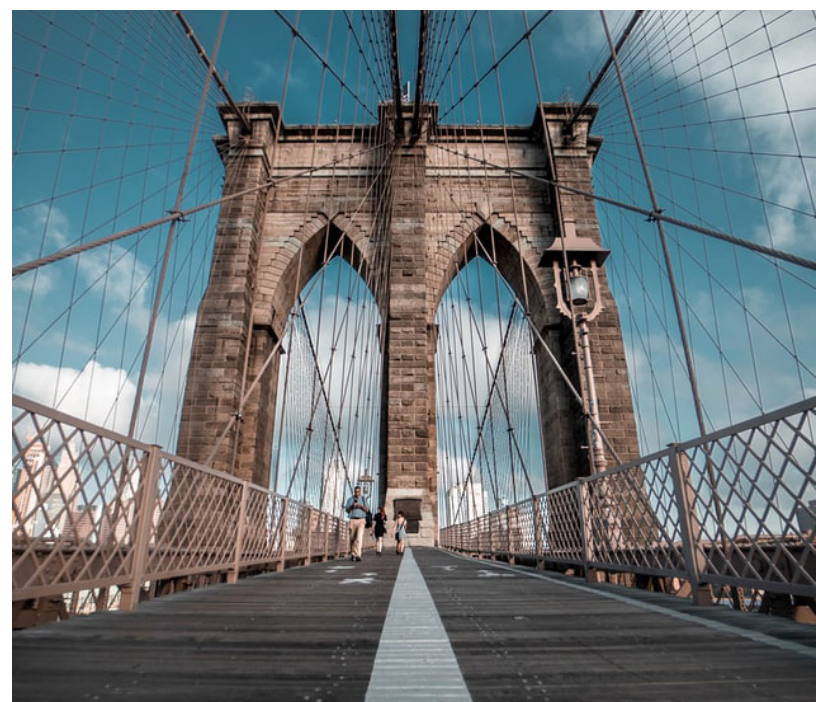




2020 NYC Sexual Harassment Prevention Training Compliance Report



INTRODUCTION

This NYC Sexual Harassment Prevention Training report is being submitted under Local Law 92 of 2018 (LL92). The purpose of the law is to require the heads of each agency to ensure that each employee, intern, and consultant receives interactive anti-sexual harassment training annually to “create an environment that is free from sexual harassment, to discourage the development of sexual harassment, to raise awareness and sensitivity of employees to potential sexual harassment, and to enable employees to prevent and respond to sexual harassment.”

The Department of Citywide Administrative Services (DCAS) is required to maintain a record of all trainings for a period of at least three years and report annually the number of employees trained by January 30th of each year. The City trained a total of 303,108 employees in Cycle 2 (September 1, 2019 – August 31, 2020).

To assist agencies in fulfilling the mandate, DCAS developed the training *Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace* (SHP training). During the initial rollout, the SHP training content was reviewed and approved by the City Commission on Human Rights (CCHR) and the Equal Employment Practices Commission (EEPC). This training module is the first computer-based training to be deployed across all City agencies. This feature of the SHP training became especially important during the COVID-19 pandemic when in-person training at City agencies and the Citywide Training Center (CTC) were no longer viable options due to COVID-19-related restrictions.

The City's SHP training curriculum was delivered by:

- maintaining network connectivity with each agency and deploying the computer-based training (CBT);
- conducting Train-the-Trainer courses for agencies interested in delivering the course to their employees;
- vetting and approving curricula that agencies developed on their own to ensure uniform messaging and compliance;
- providing instructor-led training on demand at the Citywide Training Center (CTC); and
- providing online live webinar sessions.

SHP training was deployed to City agencies, both mayoral and non-mayoral, on a rolling basis as network connectivity was established during Cycle 1. During Cycle 2, DCAS maintained all existing deployment resources for agencies. Throughout the year, DCAS monitored compliance and met with agencies on a regular basis through:

- sharing training completion dashboards with EEO officers and deputy mayors to keep agencies informed of their employees' successful compliance with this mandate;
- hosting monthly meetings with all EEO officers where training challenges and best practices were discussed and updates regarding compliance were shared;
- conducting quarterly meetings with all agency personnel officers where their shared responsibilities with EEO officers toward achieving compliance were discussed; and
- compliance meetings where training completion rates and personalized strategies were discussed with all City agencies individually.

These regular meetings and reports allowed DCAS to review and report on progress and strategize agency-specific solutions to issues and concerns.

Throughout these first two cycles, the City continuously made improvements to the SHP training, including adding accessibility options for those with visual, hearing, and cognitive disabilities; translating the curriculum into Spanish, Chinese, Russian, Haitian-Creole, Korean and Bengali; and incorporating feedback from partner agencies such as the Mayor's Office to End Domestic and Gender-Based Violence.

DCAS continues to work with agencies on alternative solutions for hard-to-reach populations. Challenges in reaching employees were due to the widespread geographic locations of their workforce, reaching seasonal or part-time employees due to the intermittent nature of their employment, and employees' access to, and familiarity with, computer-based training.

The decrease in completions from Cycle 1 to Cycle 2 can be attributed to the sudden shift most of the City workforce made in March 2020 to telework due to safety precautions related to the pandemic. First, the workforce's attention to the SHP training was interrupted due to the necessary redirection of resources and focus to COVID-19-related responses to sustain services for the City. Second, to access the SHP training remotely, virtual private network (VPN) access and a home computer was required. DCAS procured additional resources (e.g., sharable content object reference model, or, SCORM Cloud) to provide the computer-based training (CBT) fully online for employees without access to VPN. Due to the unprecedented crisis and added challenges, the number of agencies reaching compliance levels of 95% or more decreased from 62 agencies to 25 agencies; though the completion rates are still commendably high even under the difficult circumstances 2020 has presented for the City. Other states, like California¹ and Connecticut², have also experienced similar issues related to offering training remotely during the pandemic.

Agencies that experienced the largest decline in the percent of employees completing the SHP training include agencies that have a large field operations component, such as the Department of Parks and Recreation and Department of Transportation. Additionally, some agencies with decentralized locations that were shutdown entirely, such as the Department of Education (DOE)³, also experienced a large decline.

¹ <https://www.foley.com/en/insights/publications/2020/09/covid-19-mandatory-california-harassment-training>

² <https://www.natlawreview.com/article/connecticut-sexual-harassment-prevention-training-deadline-extended-to-january-1>

³ DOE's pedagogical workforce was also not reachable during the last half of the SHP training cycle during the months of June through August 2020

Agency (Agency Code)	% of Employees who Completed Training
Administration for Children's Services (067)	85%
Board of Corrections (073)	93%
Borough President-Bronx County (011)	86%
Borough President-Kings County (012)	99%
Borough President-Manhattan County (010)	94%
Borough President-Queens County (013)	95%
Borough President-Richmond County (014)	84%
Business Integrity Commission (831)	100%
Campaign Finance Board (004)	95%
City Clerk (103)	89%
Civil Service Commission (134)	100%
Civilian Complaint Review Board (054)	84%
Commission on Human Rights (226)	89%
Conflicts of Interest Board (312)	100%
Department for the Aging (125)	74%
Department of Buildings (810)	97%
Department of Business Services (801)	71%
Department of City Planning (030)	93%
Department of Citywide Administrative Services (868)	92%
Department of Consumer Affairs (866)	90%
Department of Correction (072)	85%
Department of Cultural Affairs (126)	60%
Department of Design and Construction (850)	83%
Department of Education (740)	53%
Department of Environmental Protection (826)	82%
Department of Finance (836)	91%

Agency (Agency Code)	% of Employees who Completed Training
Department of Health and Mental Hygiene (816)	83%
Department of Homeless Services/Department of Social Services (071)	80%
Department of Information Technology and Telecommunications (858)	95%
Department of Investigation (032)	96%
Department of Parks & Recreation (846)	60% ⁴
Department of Probation (781)	83%
Department of Records and Information Services (860)	92%
Department of Sanitation (827)	90%
Department of Transportation (841)	64%
Department of Veterans' Services (063)	95%
Department of Youth and Community Development (261)	95%
District Attorney-Bronx County (902)	68%
District Attorney-Kings County (903)	93%
District Attorney-New York County (901)	91%
District Attorney-Queens County (904)	87%
District Attorney-Richmond County (905)	100%
District Attorney-Special Narcotics (906)	76%
Financial Information Services Agency/Office of Payroll Administration (127/131)	97%
Fire Department (057)	87%
Housing Preservation and Development (806)	90%
Human Resources Administration/Department of Social Services (069)	73%
Independent Budget Office (132)	100%

⁴ Due to the significant reduction in Parks' staffing due to the COVID-19 pandemic, this report uses the agency's headcount on 8/31/20.

Agency (Agency Code)	% of Employees who Completed Training
Landmarks Preservation Commission (136)	86%
Law Department (025)	91%
Mayor's Office of Contract Services (082)	100%
N.Y.C. Employees' Retirement System (009)	96%
N.Y.C. Fire Pension Fund (257)	86%
N.Y.C. Health + Hospitals	74%
N.Y.C. Housing Authority (996)	88%
N.Y.C. Police Pension Fund (256)	97%
Office of Administrative Trials and Hearings (820)	81%
Office of Emergency Management (017)	97%
Office of Labor Relations (214)	100%
Office of Management and Budget (019)	96%
Office of the Actuary (008)	93%
Office of the Comptroller (015)	87%
Office of the Mayor (002)	94%
Police Department (056)	86%
Public Administrator-Bronx County (942)	100%
Public Administrator-Kings County (943)	69%
Public Administrator-New York County (941)	83%
Public Administrator-Queens County (944)	100%
Public Administrator-Richmond County (945)	100%
Public Advocate (101)	100%
Tax Commission (021)	82%
Taxi and Limousine Commission (156)	96%
Teachers' Retirement System (041)	92%

DCAS

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