



2023 New York City Sexual Harassment Prevention Training Cycle 5 Report

Local Law 92 of 2018

Overview

This New York City Sexual Harassment Prevention Training report is submitted under Local Law 92 of 2018 (LL92). The law requires that the heads of City agencies ensure that each employee¹ receives the 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 training courses for a period of at least three years and report annually, by January 31, the number of employees trained during each annual cycle.

The City trained a total of 322,166 employees in Cycle 5 (September 1, 2022 – August 31, 2023). A total of 93% of employees were trained, an increase from 79% in Cycle 4.

Process

To assist agencies in fulfilling this mandate, DCAS developed the interactive training *Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace* (SHP training). During the initial rollout, the City Commission on Human Rights (CCHR) and the Equal Employment Practices Commission (EEPC) reviewed and approved the SHP training content. This training module was the first computer-based training (CBT) deployed across all City agencies. The CBT format became especially important during the COVID-19 pandemic when in-person training at City agencies and DCAS’s Citywide Training Center (CTC) was not available.

Through the end of the COVID-19 emergency, the CBT format has remained important as a method of amplifying training reach to participants across all boroughs within the annual mandate timeframe, which includes reaching employees who participate in the remote-work program. In addition to CBT, in-person, Instructor-Led Trainings (ILT), with curriculums approved annually by DCAS, are provided by agencies to staff that may not have routine computer network access or would benefit from the availability of an instructor. Completion data for these trainings are also reported to DCAS.

¹ “Employee” includes interns. The Department of Citywide Administrative Services (DCAS) also promotes this training for agencies to use among consultants/independent contractors and volunteers, including volunteers serving on a city board or commission, all of whom are covered by the City of New York Equal Employment Opportunity Policy.

During Cycle 5, the City's SHP training curriculum continued to be delivered by:

- Maintaining network connectivity with each agency and deploying the CBT format inside and outside of the City's network (cloud-based).
- Vetting and approving curricula that agencies developed independently to ensure uniform messaging and compliance.
- Providing Train-the-Trainer sessions to equip agencies with the tools necessary to deliver the training internally to reach field staff and other hard-to-reach employee populations.
- Providing instructor-led training at the CTC.
- Providing live online webinars.

Throughout the year, DCAS monitored agencies' compliance with the mandate by:

- Sharing training completion dashboards with Equal Employment Opportunity (EEO) officers and Agency Heads to keep agencies informed of their employees' successful compliance with the mandate.
- Sharing guidance with City agencies so that they could bolster training and provided training updates at Best Practices Meetings that were routinely held for EEO officers and for agency personnel officers, respectively.
- Holding compliance meetings with individual City agencies with training completion rates below 50% and sending targeted emails to EEO officers at agencies with less than 70% completion rate.
- Sending weekly emails starting in July 2023 to all EEO Officers to remind them of the requirement to achieve 100% compliance.

These strategies enabled DCAS to regularly review agency progress and recommend solutions to issues and concerns.

In addition to the SHP training, DCAS launched and completed the first cycle of the *Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees*, which City employees are required to complete biennially.² This training reinforces anti-sexual harassment awareness and includes a module that defines sexual harassment, provides examples of sexual harassment, details the responsibilities of managers and supervisors to report sexual harassment in the workplace, and discusses bystander intervention and protection from retaliation for filing a complaint or participating in an investigation of harassment or discrimination.

DCAS continues to work with agencies on alternative training approaches. In debriefing with agencies after the end of Cycle 5, some cited staffing constraints to reach employee populations through instructor-led training. Additionally, a lack of coverage for employees who work in the field and must leave their posts to access a computer to take the training was also raised. The

² *Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees* is training mandated for the City workforce pursuant to enhancements made under Local Law 121 (2021).

fact that some staff were on leave also impacted compliance levels. Certain instances of these issues will be mitigated by more frequent communication earlier in the training cycle, which was another potential improvement provided by agencies. Despite these challenges, the number of agencies reaching compliance levels of 95% or more increased from 60 to 65 agencies, 59 of which reached 100% compliance.

DCAS will continue to support agencies so that they fulfill their responsibility to reach full compliance during each training cycle. Support includes individualized guidance to agencies that did not reach 100% compliance in the previous cycle and offering additional Train-the-Trainer sessions so that agencies, particularly those with field staff, can conduct in-house training to facilitate increased access and bolster the number of staff trained.

The City of New York remains committed to preventing all forms of workplace discrimination, including sexual harassment, and looks forward to continuing to work with City agencies to promote a safe, inclusive, and equitable work environment for all.

Agency Name	Percent Completion
Administration for Children's Services	100%
Board of Correction	100%
Board of Election	53%
Borough President-Bronx	84%
Borough President-Brooklyn	98%
Borough President-Manhattan	69%
Borough President-Queens	99%
Borough President-Staten Island	100%
Business Integrity Commission	100%
Campaign Finance Board	100%
City Commission on Human Rights	100%
Civilian Complaint Review Board	100%
Conflicts of Interest Board	100%
Department for the Aging	100%
Department of Buildings	100%
Department of City Planning	100%

Agency Name	Percent Completion
Department of Citywide Administrative Services	100%
Department of Consumer and Worker Protection	100%
Department of Correction	93%
Department of Cultural Affairs	100%
Department of Design & Construction	98%
Department of Environment Protection	100%
Department of Finance	94%
Department of Health & Mental Hygiene	100%
Department of Homeless Services	90%
Department of Investigation	100%
Department of Parks & Recreation	100%
Department of Probation	100%
Department of Records & Info Service	100%
Department of Sanitation	100%
Department of Small Business Services	100%
Department of Transportation	100%

Agency Name	Percent Completion
Department of Veterans' Services	100%
Department of Youth & Community Development	100%
District Attorney-Bronx County	100%
District Attorney-Kings County	100%
District Attorney-Manhattan	100%
District Attorney-Queens County	95%
District Attorney-Richmond County	100%
District Attorney-Special Narcotics	81%
Equal Employment Practices Commission	100%
Financial Information Services/Office of Payroll Administration	100%
Fire Department	100%
Health + Hospitals	100%
Housing Preservation & Development	100%
Human Resources Administration	88%
Independent Budget Office	100%
Landmarks Preservation Commission	100%

Agency Name	Percent Completion
Law Department	100%
Mayor's Office of Contract Services	100%
NYC Civil Service Commission	100%
NYC Emergency Management	100%
NYC Employees' Retirement System	100%
NYC Fire Pension Fund	100%
NYC Housing Authority	97%
NYC Police Pension Fund	100%
NYC Public Schools	85%
NYC Tax Commission	100%
Office of Administrative Trials and Hearings	100%
Office of Collective Bargaining	100%
Office of Labor Relations	100%
Office of Management and Budget	100%
Office of Technology & Innovation	98%
Office of the Actuary	100%

Agency Name	Percent Completion
Office of the City Clerk	100%
Office of the Comptroller	100%
Office of the Mayor	100%
Office of the Public Advocate	94%
Police Department	100%
Public Administrator- Richmond County	100%
Public Administrator-Bronx County	100%
Public Administrator-Kings County	100%
Public Administrator-New York County	100%
Public Administrator-Queens County	86%
Taxi & Limousine Commission	100%
Teachers Retirement System	100%
Citywide Completion Rate	93%

DCAS

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