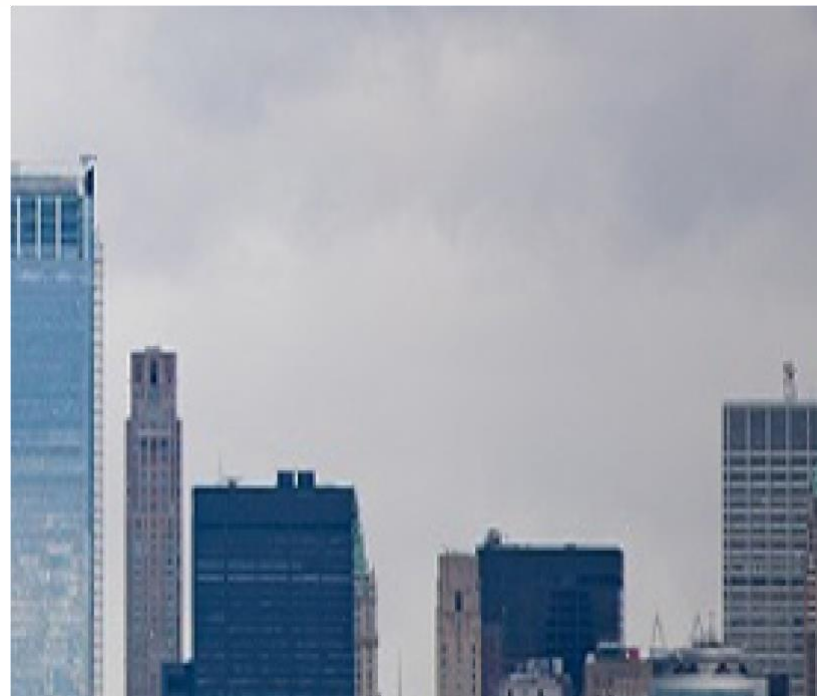




2019 NYC Sexual Harassment Prevention Training Compliance Report

in compliance with Local
Law 92 of 2018



NYC
DCAS
Citywide Administrative
Services



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 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.

Process

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.” The training content was reviewed and approved by the City Commission on Human Rights (CCHR) and the Equal Employment Practices Commission (EEPC) before being shared with City agencies. This training module is the first computer-based training to be deployed across all City agencies.

The NYC curriculum was delivered by:

- establishing network connectivity with each agency and deploying the computer-based training;
- providing instructor-led training daily at the Citywide Training Center (CTC) operated by DCAS;
- conducting train-the-trainer courses for agencies interested in delivering the course to their employees; and
- vetting and approving curricula that agencies developed on their own to ensure uniform messaging and compliance.

Sexual harassment prevention training was deployed to City agencies, both mayoral and non-mayoral, on a rolling basis as network connectivity was established. Throughout the year, DCAS monitored compliance and met with agencies on a regular basis through:

- sharing training completion dashboards on a bi-weekly basis with agency heads and agency personnel officers to keep them informed of their employees’ successful compliance with this mandate;
- monthly meetings with all agency Equal Employment Opportunity (EEO) officers where training challenges and best practices were discussed and updates regarding compliance were shared;
- quarterly meetings with all agency personnel officers where the shared responsibilities of agency personnel and EEO officers toward achieving compliance were discussed; and
- agency-specific compliance meetings with every City agency, where agency training completion rates and personalized strategies were discussed.

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

Throughout this first year, the City continuously made improvements to the training, including adding accessibility options and reinforcing the supervisor/bystander role in reporting harassment. The accessibility updates included enhancing the online course for those with visual, hearing and cognitive impairments. Further, DCAS also continued to remove barriers by creating a Spanish language course and developing transcript translations in Spanish, Chinese, and Russian.

Instructor-led training was available on-demand up to three times a day at the Citywide Training Center. Train-the-trainer sessions were scheduled throughout this year’s deployment for agencies that assumed responsibility for instructor-led training at their agencies.

DCAS continued to work with agencies on alternative solutions for hard-to-reach populations throughout this year’s deployment. Some challenges that were reported and worked through included difficulty reaching employees 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.

Despite the challenges listed above, we had great success in achieving a broad and significant outreach.

Training was also delivered to agencies and offices where State law excludes them from coverage by LL92. DCAS provided the same level of support to these agencies in attaining their training goals. The excluded agencies are: Board of Elections, Brooklyn Navy Yard, City Council, Economic Development Corporation, New York City Transit Authority, Office of Collective Bargaining, School Construction Authority, and Triborough Bridge and Tunnel Authority.

This year’s reporting period ended in August 2019. At the end of the cycle, 62 out of the 75 agencies covered by LL92 reached compliance levels of 95% or more.¹

Agency	% of Employees who Completed Training
ADMINISTRATION FOR CHILDREN'S SERVICES (067)	89%
BOARD OF CORRECTIONS (073)	100%
BOROUGH PRESIDENT-BRONX (011)	100%
BOROUGH PRESIDENT-BROOKLYN (012)	100%
BOROUGH PRESIDENT-MANHATTAN (010)	81%

¹ During the first year, we worked with several agencies to determine if the Local Law covered their agency. As such, the content of training the Equal Employment Practices Commission (EEPC) provided was not reviewed and approved by DCAS.

BOROUGH PRESIDENT-QUEENS (013)	100%
BOROUGH PRESIDENT-RICHMOND (014)	100%

Agency	% of Employees who Completed Training
BUSINESS INTEGRITY COMMISSION (831)	100%
CAMPAIGN FINANCE BOARD (004)	100%
CITY CLERK (103)	98%
CIVIL SERVICE COMMISSION (134)	100%
CIVILIAN COMPLAINT REVIEW BOARD (054)	98%
COMMISSION ON HUMAN RIGHTS (226)	100%
CONFLICTS OF INTEREST BOARD (312)	100%
DEPARTMENT FOR THE AGING (125)	84%
DEPARTMENT OF BUILDINGS (810)	98%
DEPARTMENT OF BUSINESS SERVICES (801)	96%
DEPARTMENT OF CITY PLANNING (030)	99%
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (868)	98%
DEPARTMENT OF CONSUMER AFFAIRS (866)	100%
DEPARTMENT OF CORRECTION (072)	93%
DEPARTMENT OF CULTURAL AFFAIRS (126)	100%
DEPARTMENT OF DESIGN AND CONSTRUCTION (850)	99%

DEPARTMENT OF EDUCATION (740)	91%
DEPARTMENT OF ENVIRONMENTAL PROTECTION (826)	95%
DEPARTMENT OF FINANCE (836)	96%
DEPARTMENT OF HEALTH AND MENTAL HYGIENE (816)	97%
DEPARTMENT OF HOMELESS SERVICES (071)	89%
DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS (858)	98%
Agency	% of Employees who Completed Training
DEPARTMENT OF INVESTIGATION (032)	99%
DEPARTMENT OF PARKS & RECREATION (846)	93%
DEPARTMENT OF PROBATION (781)	100%
DEPARTMENT OF SANITATION (827)	99%
DEPARTMENT OF TRANSPORTATION (841)	96%
DEPARTMENT OF VETERANS' SERVICES (063)	100%
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT (261)	100%
DEPT. OF RECORDS AND INFORMATION SERVICES (860)	100%
DISTRICT ATTORNEY - SPECIAL NARCOTICS (906)	98%
DISTRICT ATTORNEY-BRONX COUNTY (902)	73%
DISTRICT ATTORNEY-KINGS COUNTY (903)	99%
DISTRICT ATTORNEY-NEW YORK COUNTY (901)	95%

DISTRICT ATTORNEY-QUEENS COUNTY (904)	99%
DISTRICT ATTORNEY-RICHMOND COUNTY (905)	99%
FINANCIAL INFORMATION SERVICES AGENCY/OFFICE OF PAYROLL ADMINISTRATION (127/131)	100%
FIRE DEPARTMENT (057)	98%
HOUSING PRESERVATION & DEVELOPMENT (806)	90%
HRA/DEPARTMENT OF SOCIAL SERVICES (069)	97%
INDEPENDENT BUDGET OFFICE (132)	100%
LANDMARKS PRESERVATION COMMISSION (136)	99%
LAW DEPARTMENT (025)	96%
MAYOR'S OFFICE OF CONTRACT SERVICES (082)	100%
N.Y.C. HOUSING AUTHORITY (996)	98%

Agency	% of Employees who Completed Training
NEW YORK CITY FIRE PENSION FUND (257)	100%
NYC EMPLOYEES' RETIREMENT SYSTEM (009)	99%
NYC HEALTH + HOSPITALS	91%
NYC POLICE PENSION FUND (256)	100%
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS (OATH) (820)	88%
OFFICE OF EMERGENCY MANAGEMENT (017)	99%

OFFICE OF LABOR RELATIONS (214)	100%
OFFICE OF MANAGEMENT AND BUDGET (019)	97%
OFFICE OF THE ACTUARY (008)	100%
OFFICE OF THE COMPTROLLER (015)	98%
OFFICE OF THE MAYOR (002)	100%
POLICE DEPARTMENT (056)	100%
PUBLIC ADMINISTRATOR BRONX COUNTY (942)	100%
PUBLIC ADMINISTRATOR KINGS COUNTY (943)	100%
PUBLIC ADMINISTRATOR NEW YORK COUNTY (941)	100%
PUBLIC ADMINISTRATOR QUEENS COUNTY (944)	100%
PUBLIC ADMINISTRATOR RICHMOND COUNTY (945)	100%
PUBLIC ADVOCATE (101)	100%
TAX COMMISSION (021)	100%
TAXI AND LIMOUSINE COMMISSION (156)	91%
TEACHERS' RETIREMENT SYSTEM (041)	99%

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