



**Local Law 92
(2018)
Cycle 3 Report**





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Introduction

This New York City 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 City 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 30 of each year.

The City trained a total of 288,281 employees in Cycle 3 (September 1, 2020 – August 31, 2021).

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 was the first computer-based training deployed across all City agencies. This feature of the SHP training became especially important during the ongoing COVID-19 pandemic, when in-person training at City agencies and DCAS's Citywide Training Center were no longer viable options due to pandemic-related restrictions. The City began returning to the office full-time in September 2021, after the end of Cycle 3.

The City's SHP training curriculum was delivered by:

- Maintaining network connectivity with each agency and deploying the computer-based training 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 instructor-led training on-demand at DCAS's Citywide Training Center.
- Providing live online webinars.

During Cycle 3, DCAS maintained existing deployment resources and added a cloud-based hosting system for employees who were working remotely and did not have access to CityNet. Throughout the year, DCAS monitored compliance and met with agencies on a regular basis by:

- Sharing training completion dashboards with EEO officers and deputy mayors, to keep agencies informed of their employees' successful compliance with the mandate.
- Sharing training updates at best practices meetings for EEO officers.
- Conducting quarterly meetings with all agency personnel officers and reinforcing their shared responsibilities with EEO officers toward achieving compliance.
- Hosting compliance meetings with individual City agencies, where training completion rates and personalized strategies were discussed as needed.

◇ Process

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

Throughout these three 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, Simplified and Traditional Chinese, Russian, Haitian-Creole, Korean, and Bengali.
- Incorporating feedback from partner agencies, such as from the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV).

DCAS continues to work with agencies on alternative solutions for hard-to-reach populations. Ongoing challenges exist in reaching employees with widespread geographic locations; seasonal or part-time employees, due to the intermittent nature of their employment; and regarding employees' access to, and familiarity with, computer-based training. Challenges specific to reaching employees during the pandemic were due to employees who were working from home and required access to training that was outside the City network.

Great effort was made to facilitate employee access to the SHP training remotely. DCAS procured additional resources (i.e., the hosting system SCORM Cloud, which stands for sharable content object reference model), to provide the computer-based training fully online for employees without access to a virtual private network, or VPN. Despite the unprecedented crisis and added challenges of 2020, the number of agencies reaching compliance levels of 95% or more increased, bringing the total to 26 agencies; and completion rates remain commendably high in 2021, as the City continues to help build a more equitable workplace for our employees.

The City of New York remains committed to preventing all forms of workplace discrimination, including sexual harassment, and looks forward to continuing our work with City agencies in this important area.

Percent of SHP Training Completions by Agency

Agency Name	% of Employees Who Completed Training
Actuary (Office of the)	98%
Administration For Children's Services	80%
Administrative Trials And Hearings (Office of)	60%
Borough President-Bronx	79%
Borough President-Brooklyn	100%
Borough President-Manhattan	85%
Borough President-Queens	100%
Borough President-Staten Island	98%
Buildings (Department of)	95%
Business Integrity Commission	88%
Campaign Finance Board	99%
City Clerk (Office of the)	81%
City Commission on Human Rights	100%
City Planning (Department of)	100%
Citywide Administrative Services (Department of)	86%
Civilian Complaint Review Board	91%
Collective Bargaining (Office of)	100%
Comptroller (Office of the)	83%
Conflicts of Interest Board	100%

◇ Percent of SHP Training Completions by Agency

Agency Name	% of Employees Who Completed Training
Consumer And Worker Protection (Department of)	87%
Correction (Board of)	70%
Correction (Department of)	50%
Cultural Affairs (Department of)	79%
Department for the Aging	44%
Design & Construction (Department of)	92%
District Attorney - Bronx County	85%
District Attorney - Kings County	71%
District Attorney - Manhattan	80%
District Attorney - Queens County	85%
District Attorney - Richmond County	97%
District Attorney - Special Narcotics	76%
Education (Department of)	63%
Election (Board of)	95%
Environment Protection (Department of)	87%
Finance (Department of)	86%
Fire Department	88%
FISA / OPA	98%
Health + Hospitals	74%
Health/Mental Hygiene (Department of)	53%

Agency Name	% of Employees Who Completed Training
Homeless Services (Department of)	64%
Housing Preservation & Development	72%
HRA/DSS	85%
Independent Budget office	87%
Info Tech & Telecomm (Department of)	93%
Investigation (Department of)	100%
Labor Relations (Office of)	88%
Landmarks Preservation Commission	93%
Law Department ¹	85%
Mayor (Office of the)	100%
Mayor's Office of Contract Services	100%
New York City Police Pension Fund	99%
New York City Tax Commission	95%
NYC Civil Service Commission	100%
NYC Emergency Management	62%
NYC Employees' Retirement System	100%
NYC Fire Pension Fund	89%
NYC Housing Authority	84%
Office of Management and Budget	93%
Parks & Recreation (Department of)	98%

¹ Law's curricula was not DCAS-approved.

◇ Percent of SHP Training Completions by Agency

Agency Name	% of Employees Who Completed Training
Police Department	90%
Probation (Department of)	87%
Public Administrator Bronx County	88%
Public Administrator Kings County	80%
Public Administrator New York County	100%
Public Administrator Queens County	100%
Public Administrator Richmond County	80%
Public Advocate (Office of the)	78%
Records & Info Service (Department of)	100%
Sanitation (Department of)	94%
Small Business Services (Department of)	76%
Taxi & Limousine Commission	91%
Teachers' Retirement System	100%
Transportation (Department of)	77%
Veterans' Services (Department of)	100%
Youth & Community Development (Department of)	98%
Total	74%



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