



2022 NYC Sexual Harassment Training Report: Cycle 4

Local Law 92 of 2018

Introduction

This New York City Sexual Harassment Prevention Training report is submitted under Local Law 92 of 2018 (LL92). The law requires the heads of City agencies to ensure that each employee, intern, and consultant 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 trainings 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 279,545 employees in Cycle 4 (September 1, 2021 – August 31, 2022). A total of 79% of employees were trained, an increase from 74% in Cycle 3.

Process

To assist agencies in fulfilling the 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 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 DCAS’s Citywide Training Center (CTC) were not options. The City began returning to the office full-time in September 2021, after the end of Cycle 3.

During Cycle 4, the City's SHP training curriculum continued to be delivered by:

- Maintaining network connectivity with each agency and deploying the computer-based training (CBT) 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 at the CTC.
- Providing live online webinars.

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

- Sharing training completion dashboards with EEO officers and deputy mayors to keep agencies informed of their employees' successful compliance with the mandate.
- Sharing guidance with City agencies so that they bolster training and by providing training updates at Best Practices Meetings for EEO officers and at meetings for agency personnel officers.
- Holding compliance meetings with individual City agencies, where training completion rates and personalized strategies were discussed.
- Sending targeted emails in July 2022 to EEO officers at agencies with less than 70% of their employees trained, requesting them to submit an action plan for reaching 100% compliance. DCAS reviewed and approved these action plans and held follow-up meetings with agencies based on their progress toward full compliance.
- Sending targeted emails in August 2022 to the agency personnel officers at each agency that had not yet achieved 100% compliance in an effort to reinforce their shared responsibility with EEO officers toward achieving compliance.

These regular meetings, emails, and reports allowed DCAS to review and report on progress and strategize agency-specific solutions to issues and concerns. Since the launch of this mandated training, and throughout these four training cycles, the City continually 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.
- Updating the training to add more information regarding gender identity and to include gender-neutral terms.

In addition to updating the SHP training, DCAS launched the *Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees*, which City employees are required to complete biennially.¹ 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 for hard-to-reach populations. Challenges persist in reaching geographically dispersed employees, seasonal and part-time employees whose employment is intermittent, and employees with limited access or familiarity with computer-based training. Some agencies cited staffing constraints, such as a lack of coverage for employees who work in the field and must leave their posts to access a computer to take the training. Despite these challenges, the number of agencies reaching compliance levels of 95% or more increased to 60 agencies, 52 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 access to the training and increase 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.

¹*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).

Agency Name	Percent Completion
Administration For Children's Services	98%
Board of Correction	100%
Board of Election	100%
Borough President-Bronx	100%
Borough President-Brooklyn	100%
Borough President-Manhattan	98%
Borough President-Queens	94%
Borough President-Staten Island	100%
Business Integrity Commission	99%
Campaign Finance Board	100%
Civilian Complaint Review Board	100%
Commission on Human Rights	100%
Conflicts of Interest Board	100%
Department for the Aging	100%
Department of Buildings	100%
Department of City Planning	100%
Department of Citywide Administrative Services	100%
Department of Consumer and Worker Protection	100%
Department of Correction	72%
Department of Cultural Affairs	100%
Department of Design & Construction	100%
Department of Education	62%

Agency Name	Percent Completion
Department of Environment Protection	94%
Department of Finance	88%
Department of Health & Mental Hygiene	100%
Department of Homeless Services	92%
Department of Investigation	100%
Department of Parks & Recreation	84%
Department of Probation	98%
Department of Records & Information Services	100%
Department of Sanitation	100%
Department of Small Business Services	66%
Department of Transportation	97%
Department of Veterans' Services	100%
Department of Youth & Community Development	100%
District Attorney-Bronx County	98%
District Attorney-Kings County	100%
District Attorney-Manhattan	100%
District Attorney-Queens County	91%
District Attorney-Richmond County	100%
District Attorney-Special Narcotics	92%
Equal Employment Practices Commission	100%
Financial Information Services Agency/Office of Payroll Administration	100%
Fire Department	86%

Agency Name	Percent Completion
Health + Hospitals	86%
Housing Preservation & Development	92%
Human Resources Administration	91%
Independent Budget Office	100%
Landmarks Preservation Commission	97%
Law Department	100%
Mayor's Office of Contract Services	100%
NYC Civil Service Commission	100%
NYC Emergency Management	92%
NYC Employees' Retirement System	100%
NYC Fire Pension Fund	100%
NYC Housing Authority	92%
NYC Police Pension Fund	100%
NYC Tax Commission	100%
Office of Administrative Trials and Hearings	100%
Office of Collective Bargaining	88%
Office of Labor Relations	100%
Office of Management and Budget	100%
Office of Technology & Innovation	89%
Office of the Actuary	100%
Office of the City Clerk	100%
Office of the Comptroller	100%

Agency Name	Percent Completion
Office of the Mayor	100%
Office of the Public Advocate	83%
Police Department	95%
Public Administrator-Bronx County	14%
Public Administrator-Kings County	100%
Public Administrator-Manhattan	100%
Public Administrator-Queens County	100%
Public Administrator-Richmond County	100%
School Construction Authority	100%
Taxi & Limousine Commission	100%
Teachers' Retirement System	100%
Citywide Completion Rate	79%

DCAS

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