

DISCRIMINATION & HARASSMENT

COMPLAINT/INVESTIGATION PROCESS

TRAIN-THE-TRAINER SEMINAR TO FULFILL ANNUAL TRAINING REQUIREMENT

In October 2018, the NYS Legislature finalized the Sexual Harassment Legislation. The first requirement was to adopt a Sexual Harassment policy. The Comp Alliance developed an Anti-Harassment policy which was distributed to every member; and is available on the Comp Alliance Members Website.

The second major requirement is to conduct employee training annually for everyone and restructure the complaint process. **This Train-the-Trainer seminar** will provide Best Practices for conducting an effective investigation, interview procedures, documentation, concluding and handling possible disciplinary action. This seminar will focus on making sure you're prepared to comply with the requirements of the new law.

Who Should Attend: Elected Officials, Supervisors, Department Heads, and Human Resource Personnel. You are welcome to invite your municipal attorney.

Tools Provided:

- Anti-Harassment Workplace Poster
- Training Power Point Presentation

Presenters:

Municipal Attorneys with expertise in Employment Related Practices field

To Register, please email Genevieve Koch gkoch@wrightinsurance.com or (518) 292-0063
Please indicate the Attendee's name(s) and Municipality

******Please see below for 2019 dates and locations******

Presented in conjunction with NYMIR (NY Municipal Insurance Reciprocal) and NYSIR (NY Schools Insurance Reciprocal)

2019 Train the Trainer Anti-Harassment Seminar Schedule

*All Seminars begin at 8:30 AM with 8:00 AM registration
Dates and Locations*

March 21, 2019

Location: Hilton Garden Inn
23 Riverside Drive
Corning, NY 14830

March 28, 2019

Location: Village of East Hampton
Emergency Services Building
One Cedar Street
East Hampton, NY 11937

March 29, 2019

Location: Tarrytown Rec/Community Center
240 West Main Street
Tarrytown, NY 10591

April 2, 2019

Location: Rush Henrietta CSD
Operations & Transportation Center
1133 Lehigh Station Road
Henrietta, NY 14467

April 8, 2019

Location: Erie One BOCES
355 Harlem Road
West Seneca, NY 14224

April 9, 2019

Location: Quality Inn
5206 State Highway 23
Oneonta, NY 13820

April 11, 2019

Location: Emergency Management Office
22 Wells Farm Road
Goshen, NY 10924

April 15, 2019

Location: North Colonie CSD
Goodrich School
91 Fiddlers Lane
Latham, NY 12110

April 18, 2019

Location: Omni Theater, Lower Level
333 Earle Ovington Blvd.
Uniondale, NY 11553

April 30, 2019

Location: Hilton Garden Inn
6004 Fair Lakes Road
East Syracuse, NY 13057

May 1, 2019

Location: Rainbow Banquet Hall
47 Woods Falls Road
Altona, NY 12910

Presented in conjunction with New York Municipal Insurance Reciprocal (NYMIR) and New York Schools Insurance Reciprocal (NYSIR).