



## *St. Bernard Parish Library*

2600 Palmisano Blvd.

Chalmette LA 70043

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### Sexual Harassment Training Policy

Act No. 270 of 2018, effective date 01/01/2019, requires policies prohibiting sexual harassment and mandates annual training on preventing sexual harassment. The law has three main components which require state agencies to (1) develop policies prohibiting sexual harassment; (2) train employees on preventing sexual harassment; and (3) report complaints of sexual harassment.

Each state agency's policy shall explicitly prohibit sexual harassment. It will be required to include descriptions and examples of inappropriate conduct. Each state agency will also be required to adopt a procedure to report complaints of sexual harassment, as well as provide a clear prohibition on retaliation against individuals who complain of or participate in the investigation of a complaint of sexual harassment. The agency heads are further required to notify each public employee of the agency's sexual harassment policy.

All public employees, Boards, and elected officials will be required to complete at least one hour of online education and training on preventing sexual harassment to be completed annually by December 31<sup>st</sup> each year. **There are two training links:** "Preventing of Sexual Harassment" which is required for all staff and "Preventing of Sexual Harassment for Supervisors" which is an additional requirement for supervisors - supervisors and the Board must complete BOTH classes to fulfill the law's requirement. Records shall be kept and maintained to show each individual's compliance with and receipt of training and such records will be public records. Failure to complete the mandatory training requirements may result in disciplinary action, up to and including termination for employees and removal from Boards.

The head of each state agency will be required to make annual reports that will be publicly available. Such reports will have to provide the following information: (1) the percentage of public servants in the agency who have completed the training requirements, (2) the number of sexual harassment complaints received by the agency, (3) the number of complaints that resulted in a finding that sexual harassment occurred, (4) the number of complaints in which a finding of sexual harassment resulted in discipline or corrective action, and (5) the amount of time it took to resolve each complaint.

I have received a copy of this policy: \_\_\_\_\_

Date: \_\_\_\_\_



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Preventing Sexual Harassment Training Policy  
(Policy approved and adopted October 21, 2019)

**ADDENDUM: ACT 413 OF 2019 LOUISIANA LEGISLATIVE SESSION**

Act 413 provides that when there has been a determination that sexual harassment has occurred, the alleged harasser may be required to reimburse the State for all or a portion of the monies paid in settlement or to satisfy a judgment. If suit is filed on behalf of the State to enforce this right, the alleged harasser may also be responsible for the State's attorney fees and costs.

Simply put, this new law furthers the extent to which individuals may be held liable for committing sexual harassment, and allows for those individuals to be held financially responsible for their actions.

I have received a copy of this **policy addendum**: \_\_\_\_\_

Date: \_\_\_\_\_

Policy **Addendum** approved and adopted, March 16, 2020, Library Board of Control Meeting