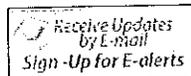
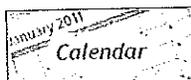



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Sexual Harassment Posting and Training Regulations

Sexual Harassment Posting and Training Regulations

Sections 46a-54-200 through 207, inclusive

Regulations provided below are for informational purposes ONLY. For official citations please refer to the Regulations of Connecticut State Agencies.

Section 46a-54-200. DEFINITIONS

For purposes of sections 46a-54-200 through 46a-54-207, inclusive:

- (a) "Sexual Harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct is by an individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of substantially interfering the individual's work performance or creating an intimidating, hostile or offensive working environment.
- (b) "Employer" includes the state and all political subdivisions thereof, including the General Assembly, and means any person or employer with three or more persons in his employ.
- (c) "Employer Having Fifty or More Employees" means the state and all political subdivisions thereof, including the General Assembly, and means any person or employer who has a total of fifty or more persons, including supervisory and managerial employees and partners, in his employ for a minimum of thirteen weeks during the training year.
- (d) "Employee" means any person employed by an employer, but shall not include any individual employed by his parents, spouse or child, or in the domestic service of any person.
- (e) "Supervisory Employee" means any individual who has the authority, by using her or his independent judgment, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibility to direct them, or to adjust their grievances or effectively to recommend such actions.
- (f) "Commission" means the Commission on Human Rights and Opportunities created by section 46a-52 of the Connecticut General Statutes.

(g) "Training year" means the period of time from October first in any calendar year through September thirtieth in the following calendar year.

Section 46a-54-201. POSTING REQUIREMENT FOR EMPLOYERS HAVING THREE OR MORE EMPLOYEES

- a. Employers with three or more employees must post notices to employees concerning the illegality of sexual harassment and remedies available to victims of sexual harassment.
- b. Such information shall include, but is not limited to:
1. The statutory definition of sexual harassment and examples of different types of sexual harassment;
 2. Notice that sexual harassment is prohibited by the State of Connecticut's Discriminatory Employment Practices Law, subdivision (8) of subsection (a) of section 46a-60 of the Connecticut General Statutes;
 3. Notice that sexual harassment is prohibited by Title VII of the 1964 Civil Rights Act, as amended, 42 United States Code section 2000e et. seq., and

4. The remedies available, including but not limited to:

1. Cease and desist orders,
2. Back pay,
3. Compensatory damages, and
4. Hiring, promotion or reinstatement;
- 5.

5. Language to the effect that persons who commit sexual harassment may be subject to civil or criminal penalties;

6. The address and telephone number of the Connecticut Commission on Human Rights and Opportunities; and

7. A statement that Connecticut law requires that a formal written complaint be filed with the Commission within one hundred and eighty days of the date when the alleged sexual harassment occurred; and

8. Any and all notices so posted will have the heading, "SEXUAL HARASSMENT IS ILLEGAL" in large bold-faced type.

c. The Commission strongly recommends, but does not require, that the poster include:

1. A statement concerning the employer's policies and procedures regarding sexual harassment and a statement concerning the disciplinary action that may be taken if sexual harassment has been committed; and

2. A contact person at the place of employment to whom one can report complaints of sexual harassment or direct one's concerns regarding sexual harassment;

d. A model poster is appended to these regulations, labeled Appendix A.

Section 46a-54-202 Where to Post

Employers must place, and keep notices in prominent and accessible locations upon its premises where notices to employees are customarily posted. Notices must be posted at each employer facility in such a manner that all employees and applicants at that facility will have the opportunity to see the notices on a regular basis.

Section 46a-54-203. When to Post

1. All employers with three or more employees shall post notices as soon as practicable only after the effective date of these regulations, but no later than forty-five (45) days after the effective date of these regulations
2. An employer shall promptly replace notices that are removed, destroyed or defaced.

Section 46a-54-204. Posting and Training Requirements for Employers Having Fifty or More Employees

a. An employer having fifty (50) or more employees shall comply with the posting requirements set forth in sections 46a-200 through 46a-54-207, inclusive.

b. An employer having fifty (50) or more employees must also provide two hours of training and education to all supervisory employees of employees in the State of Connecticut no later than October 1, 1993 and to all new supervisory employees of employees in the State of Connecticut within six months of their assumption of a supervisory position. Nothing in these regulations shall prohibit an employer from providing more than two hours of training and education.

c. Such training and education shall be conducted in a classroom-like setting, using clear and understandable language and in a format that allows participants to ask questions and receive answers. Audio, video and other teaching aides may be utilized to increase comprehension or to otherwise enhance the training process.

1. The content of the training shall include the following:

1. Describing the federal and state statutory provisions prohibiting sexual harassment in the work place with which the employer is required to comply, including, but not limited to, the Connecticut discriminatory employment practices statute (section 46a-60 of the Connecticut General Statutes) and "Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. section 2000e, and following sections);
2. Defining sexual harassment as explicitly set forth in subdivision (8) of subsection (a) of section 46a-60 of the Connecticut General Statutes and as distinguished from other forms of illegal harassment prohibited by subsection (a) of section 46a-60 of the Connecticut General Statutes and section 3 of Public Act 91-58;
3. Discussing the types of conduct that may constitute sexual harassment under

year, or if a discriminatory practice complaint is filed involving personnel trained, until such time as such complaint is finally resolved.

(Appendix A: model poster)

SEXUAL HARASSMENT IS ILLEGAL

And is Prohibited By The Connecticut Discriminatory Employment Practices Act (Section 46a-60 (a)(8) Of The Connecticut General Statutes) and Title VII Of The Civil Rights Act of 1964 (42 United States Code Section 2000e Et. Seq.)

Sexual Harassment means "any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;**
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or**
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."**

Examples of Sexual Harassment include: Unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, kisses; requests for sexual favors; retaliation for complaining about sexual harassment; derogatory or pornographic posters, cartoons, drawings, or e-mail messages.

Remedies for Sexual harassment may include: cease and desist orders; back pay; compensatory damages; hiring, promotion or reinstatement. Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

If you feel that you have been discriminated against, contact:

The Connecticut Commission on Human Rights and Opportunities (CHRO), 25 Sigourney Street, Hartford, Connecticut 06106. (Telephone Number 860-541-3400 or 800-477-5737). Connecticut law requires that a formal written complaint be filed with the commission within 180 days of the date when alleged harassment occurred.

(Optional)

Include statement of employer's policy and procedure. Contact {Employer's Representative} if you have questions or concerns or believe that you or others are being sexually harassed. Names Telephone Number Unit

If you need additional information contact:

**The Permanent Commission On The Status Of Women 18-20 Trinity Street
Hartford, Connecticut 06106**

Telephone Number (860) 240-8300

