



## George Mercer, Jr. Memorial School of Theology

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### Guidelines for Compliance for NY State Employer Sexual Harassment Training

As of October 2018, by state statute, all employers are required to provide annual sexual harassment training to all employees located in New York State. Going forward, employers must provide sexual harassment training to all employees each year.

The New York State law: [FROM: <https://clearlawinstitute.com/blog/ny-and-nyc-harassment-training-laws/>]

- Applies to all employers, regardless of their size, who employ anyone in the state of New York.
- Applies to all contractors who bid on New York State contracts.
- Applies to all employees, not just supervisors. (California, Connecticut, Delaware, Illinois, and Maine also require training for all employees.)
- Requires that the training be provided annually.

In the Diocese of Long Island, the Chancellor has determined that the Episcopal Church's *Safeguarding Online* training program fulfills the requirements of the state statute and can be used by parishes and diocesan organizations to meet this **annual** training requirement during the Covid-19 pandemic.

The following lists the modules of *Safeguarding Online* [[www.safeguardingonline.org](http://www.safeguardingonline.org)] which are required for various groups of employees in order to meet the NY State Harassment training mandate. These modules must be taken annually by paid employees and the records of each employee's compliance should be kept in the parish office.

In cases of overlap, the best course is to take all the modules that may be expected as well as any listed which pertain to a particular ministry. If there is doubt as to whether a particular individual or class or persons should participate in Safe Church Training, the bias should be toward requiring training.

#### **For Clergy –**

Keeping Your Church Safe • Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries • Safeguarding God's People: Preventing Sexual Harassment of Church Workers • Safeguarding God's People: Preventing Sexual Harassment for Managers and Supervisors • Your Policies • Abuse Prevention Refresher [once the initial modules have been taken]



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**All Paid Church Personnel** (defined as: Church Office Staff, Custodians, Bus Drivers, Church Sunday School Teachers, Choir Directors, Organists, Paid Choir Singers, Lay Youth Ministers, All Church Personnel who regularly work in the nursery, All staff at church camps, and any other paid employees) --

Keeping Your Church Safe • Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries • Safeguarding God's People: Preventing Sexual Harassment of Church Workers • Your Policies • Abuse Prevention Refresher [once the initial modules have been taken]

NOTE: If any of the personnel are in a supervisor position, then the additional module for Managers and Supervisors should also be taken.

**Nursery Workers** (if paid) –

Meet Sam • It Happened to Me • Keeping Your Church Safe • Safeguarding God's People: Preventing Sexual Harassment for Workers • Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for ministries • Your Policies

**Parochial School Teachers and Staff of on-site Day Care/Pre-school Facilities -**

Keeping Your School Safe • Meet Sam • It Happened to Me • Safeguarding God's People: Preventing Sexual Harassment of Church Workers • Your Policies • Abuse Prevention Refresher

**Volunteers** - Although not required by the state mandate, it is a good idea to offer the training to church volunteers. The EDLI does require that volunteers on the vestry and in various ministries complete this training and the Child Abuse Prevention training every 5 years.

**Vestry Members/Wardens -**

Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – for Congregations • Safeguarding God's People: Preventing Sexual Harassment for Workers • Keeping Your Church Safe • Your Policies • Abuse Prevention Refresher



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**In addition, the Bishop requires that all keyholders have regular training for both sexual harassment and child abuse prevention.**

### **Keyholders –**

Keeping Your Church Safe • Meet Sam • It Happened to Me • Safeguarding God's People: Preventing Sexual Harassment of Church Workers • Your Policies

If a person or organization remains a keyholder five years after initial Safe Church training, the module Abuse Prevention Refresher is also required to renew and update training.

Recommended reading for information on training Church volunteers:

<https://www.whcc.com/news/good-question-is-sexual-harassment-training-mandatory-for-volunteers/5536439/>

### **Final Note:**

The EDLI/Mercer School document “EDLI Safe Church Guidelines” [ which can be found at [www.mercerschool.org](http://www.mercerschool.org) under Programs & Events/ Safe Church /Diocesan Policies & Information ] outlines the Safe Church modules required to be taken every **five** years by the Diocese. Currently the national church is re-working their requirements in time for the General Convention in 2022. We are monitoring this project and will update the EDLI document as needed. For now, please refer to the diocesan policies and guidelines for the current EDLI training requirements.

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