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The original instrument and the following digest, which constitutes no part of the legislative instrument, were prepared by Dawn Romero Watson.

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DIGEST

SB 447 Engrossed

2018 Regular Session

Barrow

Proposed law requires each public employee and elected official to receive at least one hour of sexual harassment training annually. Requires training for new hires to be taken within the first 30 days of employment and for newly elected officials to be taken within the first 90 days of office.

Proposed law requires each agency head to designate at least one employee to be the Employee Relations Designee (ERD). Provides that the ERD shall both:

- (1) Provide public employees and elected officials of that agency training relative to sexual harassment in the workplace. Requires ERD to utilize education and training materials made available by the Department of State Civil Service (Civil Service).
- (2) Coordinate and facilitate the agency's complaint process.

Present law requires Civil Service to institute, develop, conduct, maintain, and otherwise provide for continuing programs of in-service training and education. Provides for a policy board with membership across state government to advise Civil Service on programming. Requires programming to include components for supervisory, administrative and managerial employees and officials as well as nonsupervisory employees.

Proposed law requires Civil Service to make available to an ERD access to the education and training materials for the required sexual harassment training. Provides that only education and training materials made available through Civil Service will be considered in determining an employee or official's compliance with proposed law.

Proposed law allows public employees and elected officials to receive the required training either in person or via the internet.

Proposed law provides that each agency head shall ensure that each public servant in that agency is notified of the current name and contact information of each ERD and that the current name and contact information of each ERD is posted and maintained in a convenient and conspicuous manner. Requires the agency head to submit the name and contact information of each ERD to Civil Service no later than July first of each year and to notify Civil Service within 30 days of any change in the name or contact information of an ERD.

Proposed law provides that beginning in calendar year 2019, each public employee or elected official who supervises one or more subordinate employees shall be required to receive an additional one hour of education and training on sexual harassment annually.

Proposed law requires Civil Service to develop education and training materials designed specifically for management personnel no later than January 1, 2019. Civil Service may also approve materials for such purpose that are developed outside of Civil Service but have the desired content.

Proposed law requires each agency to keep records of their employees and elected officials' compliance with the training requirements. Provides that if an agency discovers that an employee or elected official failed to complete the required training, the state agency shall impose the appropriate corrective action.

Proposed law requires each agency head to adopt a policy on sexual harassment in the workplace consistent with the policy on sexual harassment adopted by the commissioner of administration. Provides the minimum components of the policy, including a description of prohibited behavior, contact information for agency's ERD, training requirements, complaint and investigation process, prohibition on reprisal or retaliation, confidentiality, due process, etc.

Proposed law provides for definitions.

Effective upon signature of the governor or lapse of time for gubernatorial action.

(Adds R.S. 42:1251-1253)